



RoSPA Advanced Drivers and Riders Hampshire

Associate Charter

Document No: 02
Version: 4
Issue date: 06/06/18



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Associate Charter



1 The Charter

This Charter sets out the basis of the relationship between Tutors and Associates within RoSPA Advanced Drivers and Riders Hampshire.

2 Tutors

Tutors give their time freely to Associates. They also invest considerable time, energy and personal expense in their own personal training so that they can provide Associates with a "Skill for Life".

In some instances, a car Tutor, may wish to give a demonstration drive, using their own vehicle, for an Associate. Under these circumstances, an expense claim can be submitted to the Group Treasurer for a contributory cost, towards fuel, of 25p per mile up to a maximum of £10.

3 Associates

In exchange for their Tutors' time and commitment, a reciprocal commitment is required from Associates:

- To regularly practice between Tutored Sessions, in order to putting into practice what they have been shown learned and to applying 'The System of Vehicle Control'.
- A commitment to study the *Highway Code*, *Know Your Traffic Signs* and, *Roadcraft*, in-between observed sessions.
- To keep in contact with their Tutor at reasonable intervals and to respond positively to their Tutor's attempts to arrange subsequent observed runs
- Specifically for Riders:-
 - To attend Theory and Slow Riding training sessions whenever possible.
 - To make a voluntary contribution towards the Tutor's motorcycle running costs, as set down by the Group and varied from time to time. This is currently £10 for rides up to 40 miles and £15 for rides in excess of 40 miles.

4 The Process

4.1 Potential Membership

1. No potential member will be required to pay the group subscription fee until a tutor has been identified.
2. Once a tutor has been identified and allocated to the potential member, either through the Chief Tutors or by emailing Tutors directly, the group bank details will be communicated to that potential member. If the membership subscription has not been received within 14 days, the tutor will be available for reallocation to another potential member.

4.2 Drivers

1. On receipt of the group subscription, the Associate's details are logged on to the group database, the membership card issued and the relevant contact detail emailed to the allocated tutor.



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2. The Tutor to whom an Associate is allocated will make contact to arrange the first observed session within 7 days of receiving the contact details from the membership Secretary. Subsequent Observed sessions will be arranged by mutual agreement.
3. If the Tutor has not heard from the Associate for more than 3 weeks the Tutor will attempt to arrange a further observed session. Thereafter clause 4.2.10 below may operate if a further two weeks elapses without a response from the Associate.
4. When a Tutor feels that an Associate is test-ready, he/she will recommend that the Associate submit a test application to RoSPA.
5. Some Associates will be test ready earlier than other Associates so there is no standard time scale expected. Every Associate is different: If, after 10 sessions, the Tutor or Associate feel they are unable to make further progress, the Associate may be handed back to the Chief Tutor for advice or reallocation to another Tutor.
6. Associates are normally expected to pass the RoSPA Test within one to two year of joining the group, although extensions may be allowed depending on individual circumstances'.
7. Associates are encouraged to drive in all weathers, as this is an essential skill for life. Cancellation of an observed drive due to bad weather will be a joint decision by the Tutor and the Associate.
8. If the Tutor feels that insufficient progress is being achieved by an Associate over a three month period due, to a lack of practice and/or lack of studying; or, the Associate not responding to the Tutor's attempts to arrange an observed drive, the Associate will be "pooled" and await reallocation to another Tutor.
9. Associates who are placed in the pool will usually be contacted by the Membership Secretary to ascertain their intentions. The Membership Secretary will liaise with the Associate and the Chief Tutor to facilitate their continued training, if possible.
10. In the event that an Associate feels that, for whatever reason (e.g. a clash of personality, difference in style etc.), he/she is not making the progress with their Tutor that they had hoped for, they should discuss this with their Tutor and agree a plan. If this is not satisfactory the Associate may contact the Membership Secretary to request reallocation to another Tutor, at the Chief Tutor's discretion. Associates who have been pooled but continue to be members of the Group will be designated "Non Active" and will only be reallocated to a Tutor on their specific request.

4.3 Riders

1. On receipt of the group subscription, the Associate's details are logged on to the group database, the membership card issued and the relevant contact detail emailed to the allocated tutor.
2. The Tutor to whom an Associate is allocated will make contact to arrange the first observed session within 7 days of receiving the contact details from the membership Secretary. Subsequent Observed sessions will be arranged by mutual agreement.
3. If the Tutor has not heard from the Associate for more than 3 weeks the Tutor will attempt to arrange a further observed session. Thereafter clause 4.3.10 below may operate if a further two weeks elapses without a response from the Associate.



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4. When a Tutor feels that an Associate is test-ready, he/she will recommend a Check Test Ride with the Chief Tutor or Advanced Tutor to verify the Associate's progress. The Check Test Ride will be arranged through the Chief Tutor.
5. Associates who achieve a satisfactory standard in their Check Test Ride will be recommended to apply to RoSPA to take the RoSPA Advanced Motorcycle Test. If they do not demonstrate the required standard they will be referred back to their Tutor for continued training
6. Any Associate who wishes a second opinion on their progress is welcome to request an observed ride with a Tutor, other than their own.
7. Some riders achieve the necessary skills with 6 runs / Observed Rides, while others require more. Every rider is different: If, after 10 runs / Observed Rides, the Tutor or Associate feel they are unable to make further progress, the Associate may be handed back to the Chief Tutor for advice or reallocation to another Tutor.
8. Associates are normally expected to pass the RoSPA Advanced Test within one year of joining the RoADAR Hants Group.
9. Associates are encouraged to ride in all weathers, as this is an essential skill for life. Cancellation of an observed ride run due to bad weather will be a joint decision by the Tutor and the Associate.
10. If the Tutor feels that insufficient progress is being achieved by an Associate over a three month period due to a lack of practice and/or lack of studying; or, the Associate not responding to the Tutor's attempts to arrange an observed ride or generally not keeping in contact, the Associate will be "pooled" and await reallocation to another Tutor.
11. Associates who are placed in the pool will usually be contacted by the Membership Secretary to ascertain their intentions. The Membership Secretary will liaise with the Associate and the Chief Tutor to facilitate their continued training, if possible.
12. In the event that an Associate feels that, for whatever reason (e.g. a clash of personality, difference in style etc.), he/she is not making the progress with their Tutor that they had hoped for, they should discuss this with their Tutor and agree a plan. If this is not satisfactory the Associate may contact the Membership Secretary to request reallocation to another Tutor, at the Chief Tutor's discretion. Associates who have been pooled but continue to be members of the Group will be designated "Non Active" and will only be reallocated to a Tutor on their specific request.

5 Membership Refund

A new Associate may decide that they do not wish to continue with the training towards the RoSPA test. The group policy for refund is as follows:-

1. If the decision is made before or after the first observed run and before any subsequent run, 100% of the membership fee will be refunded.
2. If the decision is made after the second and before any further run, 50% of the membership fee will be refunded.
3. If the decision is made after the third observed run, there will be **no** membership refund.