

HARLEY OWNERS GROUP®
HIT THE ROAD WITH NEARLY ONE MILLION OF YOUR CLOSEST FRIENDS

H.O.G.® CHAPTER HANDBOOK

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BEST PRACTICES

Welcome to H.O.G. Please use this Handbook as a resource for your Chapter. It contains recommended “best practices” for Chapter operations and not “rules” for running your club... If you have any questions not covered by this material, please talk to your Sponsoring Dealer or your H.O.G.® Chapter Manager.



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H.O.G.[®] MEMBERSHIP

Come along for the ride or make H.O.G.[®] membership a way of life. There's a membership option to match your passion.

TYPES OF H.O.G. MEMBERSHIPS

FULL MEMBERSHIP

A full membership is good for one year. It entitles the member to all of the benefits and services of the Harley Owners Group.[®]

FULL LIFE MEMBERSHIP

Full life members are entitled to all the benefits of a full member, as well as a special life member patch and pin. (not available at Chapter level)

ASSOCIATE MEMBERSHIP

Associate members are entitled to a number of benefits. Every associate member must have a sponsoring full member. (not available at the Chapter level)

ASSOCIATE LIFE MEMBERSHIP

Associate life members are entitled to all the benefits of an associate member, as well as a special life member patch and pin. Every associate life member must have a sponsoring full life member. (not available at the Chapter level)

AUTOMATIC MEMBERSHIPS

H.O.G.[®] New Bike Purchase Program

A one-year full membership is automatically issued to the purchaser of a new unregistered Harley-Davidson[®] motorcycle. Local Chapter membership dues aren't included with automatic membership.

H.O.G.[®] Used Bike Purchase Program

At participating Harley-Davidson dealerships, a one-year full membership is automatically issued to the purchaser of a used Harley-Davidson[®] motorcycle. Local Chapter membership dues aren't included with automatic membership.

H.O.G.[®] MEMBERSHIP

MEMBERSHIP RENEWAL

Each year, members are invited to renew their membership before it expires. Upon renewal, members receive a specially designed renewal patch and pin, an updated *Americas Touring Handbook* (full members only), and *H.O.G.[®] Adventure Guide*. Memberships are non-refundable and non-transferable. Please allow three to five weeks for delivery of all membership materials.

LOCAL CHAPTER MEMBERSHIP

All H.O.G.[®] members are eligible to join any affiliated local Chapter by completing the *Chapter Membership Enrollment Form and Release*. Applicants are responsible for providing proof of their National membership. An expired National membership automatically terminates local Chapter membership and any associated memberships.

Life and associate memberships cannot be offered at the local Chapter level - these are national designations only. All Chapter members must renew their Chapter membership on an annual basis and must sign the *Chapter Membership Enrollment and Release Form* each year. The sponsoring dealership has the right to terminate a Chapter membership should his/her conduct does not meet the dealership's standards or vision. The sponsoring dealership has the right to refuse local Chapter membership applications.

H.O.G.[®] MEMBERSHIP

LOCAL CHAPTER ENROLLMENT

The following membership guidelines apply to all local Chapters:

- Only use the *Chapter Membership Enrollment Form and Release* found in the Chapter Officer section of members.hog.com.
- A new *Chapter Membership Enrollment Form and Release* must be completed each calendar year.
- Maximum Chapter dues are \$36.00 per year.
- A separate Chapter membership application form is needed for each member, whether rider or passenger.
- Only current H.O.G.[®] members may join a local Chapter.

There are several ways to verify H.O.G.[®] membership:

- Examine member's current H.O.G.[®] card.
- Have the person join H.O.G.
- Look up on the Chapter Officer section on members.hog.com.

NOTE: Keep H.O.G. informed as your Chapter changes. Let us know of a change online in the Chapter Officer section of members.hog.com. Once you add a member to your report, they remain on your report until you remove them. Changes to your Chapter Membership Report can only be made by the primary officers or the Membership officer.

CHAPTER MEMBERSHIP
ENROLLMENT FORM AND RELEASE

CHAPTER NAME _____
MEMBER NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
E-MAIL ADDRESS _____
PHONE NUMBER _____ MEMBER NAT'L H.O.G. NUMBER _____
EXPIRATION DATE OF NATIONAL H.O.G. MEMBERSHIP _____

I have read the Annual Charter for H.O.G. Chapters and hereby agree to abide by it as a member of this dealer sponsored chapter.

I recognize that while this Chapter is chartered with H.O.G., it remains a separate, independent entity solely responsible for its actions.

- THIS IS A RELEASE. READ BEFORE SIGNING -

I agree that the Sponsoring Dealer, Harley Owners Group (H.O.G.), Harley-Davidson, Inc., Harley-Davidson Motor Company, my Chapter and their respective officers, directors, employees and agents (hereinafter, the "RELEASED PARTIES") shall not be liable or responsible for injury to me (including paralysis or death) or damage to my property occurring during any H.O.G. or H.O.G. chapter activities and resulting from acts or omissions occurring during the performance of the duties of the Released Parties, even where the damage or injury is caused by negligence (except willful neglect). I understand and agree that all H.O.G. members and their guests participate voluntarily and at their own risk in all H.O.G. activities and I assume all risks of injury and damage arising out of the conduct of such activities. I release and hold the "RELEASED PARTIES" harmless from any injury or loss to my person or property which may result from my participation in H.O.G. activities and EVENT(S). I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE THE "RELEASED PARTIES" FOR ANY INJURY OR RESULTING DAMAGE TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID EVENT(S).

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this Release and Indemnification Agreement including, but not limited to, Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "RELEASED PARTIES".

MEMBER SIGNATURE _____ DATE _____
LOCAL DUES PAID \$ _____ DATE _____
(Dues not to exceed maximum amount prescribed in, "Annual Charter for H.O.G. Chapters", as contained in the H.O.G. Chapter Handbook.)

RETURN THIS FORM TO YOUR CHAPTER

MEMRELDOC (Rev. 11/04)

[\(click here for blank, full size form\)](#)

H.O.G.[®] MEMBERSHIP

A FORM WITH A FUNCTION

Since officers generally change on an annual basis, and because sometimes the *Chapter Handbook* may not get read completely, "Form with a Function" should be addressed to help everyone understand.

The forms we're referencing are:

1. *Chapter Membership Enrollment and Release* form
2. *Chapter Event Release form for ADULTS*
3. *Chapter Event Release form for MINORS*
4. *Minor's Assumption of Risk Acknowledgement*

These are legal documents. All of them. We realize they're boring, and could be made prettier or remotely more interesting by oh, let's see ... changing the font, adding H.O.G.[®] logos, and making the Chapter name BIG and everything else. There are plenty of ways to change the forms, and we've seen them all - **but none of these changes can be made.**

As legal documents, the various release forms have passed a number of reviews - and a few lawyers - on their way to the *Chapter Handbook*. And as with any legal document, to be effective it must remain in its original form. The only change allowed is to fill in the Chapter name at the top prior to copying and distributing it to members for their signature. Other modifications cannot be made.

The question of whether or not the form can be changed arises most often on the *Chapter Membership Enrollment Form and Release*. "Can we add the member's birthday?" "Can we put a spot for "new" or "renewing" member?" "Can we add what kind of bike they ride?" "Can we add the H.O.G. logo and our Chapter chevron on the top?" Unfortunately, the answer to all of these questions is, "no." If you need answers to these questions, or want to collect information other than what appears on the release form, you simply have to use another piece of paper.

The release form has been laid out to ensure the reader understands what they are reading, why they are reading it, and what they are agreeing to by signing. The content and layout follow generally accepted legal principles for waiver forms. Likewise, the wording on the form is standard size with emphasis (both bold and capitalized) placed on specific words that the reader needs to understand are of greater importance. Changing the font by either adding or deleting that emphasis removes the reader's ability to zero in on that importance.

Another temptation to avoid is to add something such as a personal questionnaire or Chapter survey to the blank side on the back. While it might be considered wasted space, once again we cannot alter a legal document - even on the back. As it stands now, the reader can see that the form visually carries a lot of weight. By adding a survey or questionnaire, the reader might wonder how important the release form really is when also asked for their birthday or where they want to ride.

THE BOTTOM LINE

The *Chapter Membership Enrollment Form and Release* is the number one document you have, to protect the Chapter in the case of an accident during a Chapter event. It's a simple, straightforward, and easy-to-understand contract between the member and the Chapter. Its sole purpose is to document that the member understands the reason for the release, the risks of operating a motorcycle, and that they will hold the Chapter harmless should an incident arise in the course of a Chapter function. That's it. By keeping the release form in its original and proper format, we ensure that we both inform our members, and protect our Chapter and the volunteers who lead it.

H.O.G.[®] MEMBERSHIP

H.O.G.[®] MEMBER BENEFITS

Details on the H.O.G.[®] member benefits listed below can be found in the *H.O.G.[®] Adventure Guide* at hog.com.

- ABCs of Touring
- Safe Rider Skills
- Safe Rider Skills Chapter Plaque
- Mileage Program
- Local Chapter Membership
- H.O.G.[®] Magazine
- H-D[®] Insurance
- LOH
- Motorcycle Purchase Program
- Motorcycle Shipping
- Roadside Assistance
- H.O.G.[®] Rallies
- Theft Reward
- Touring Handbook
- Toll Free Number

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ACTIVITIES & EVENTS

Many Chapters enjoy getting together for a little friendly competition. The events and activities described in this section are approved and covered by the H.O.G.[®] Chapter Insurance Program as closed events.

TIPS FOR VOLUNTEER MANAGEMENT

Volunteers are the backbone of H.O.G.[®] Chapters. As a Chapter officer, H.O.G. looks to you to manage the business of running a Chapter. You, in turn, look to Chapter member volunteers to help you create the atmosphere and conduct the activities that make Chapter membership a worthwhile experience.

The following common sense ideas are meant to help you recruit, manage and cultivate dedicated Chapter volunteers.

ORGANIZE

Before you ask others to help, know what help you need. Create a list of volunteer positions required to staff a certain activity. Include any special skills or talents the positions might require, and the amount of time you're asking a person to commit. Communicate this information to prospective volunteers.

- Ask Chapter members if they would consider volunteering to help with Chapter events. Find out members' special talents, interests, areas of expertise and hobbies. Then, don't ignore the information you gather - use it!
- Respond in a timely manner to offers of assistance. Nothing kills the urge to volunteer more than ignoring an offer of help.
- Set up a network of communication for volunteers.
- Put the right person in charge of volunteer recruitment - a motivator, an organizer, a "people" person.
- Use volunteer sign-up sheets at Chapter meetings and at other Chapter activities.

COMMUNICATE

Develop a "team" attitude - let volunteers know they're a vital part of the team and essential to the activity's success.

- Make volunteers a part of the evaluation process at the completion of the activity.
- Make volunteers a part of the planning process.
- Communicate activities as far in advance as possible.
- Help volunteers understand why they're being asked to do something in a certain way and be ready to change your mind if they have a better way! The major difference between a "dictator" and a "delegator" is communication.

ACTIVITIES & EVENTS

TIPS FOR VOLUNTEER MANAGEMENT *(cont'd)*

EDUCATE

Let volunteers know exactly what's expected of them, including how much of their time you're requesting, specific responsibilities and any qualifications needed to do the job.

- Put volunteer responsibilities and instructions in writing for a quick "on the job" reference. This also helps to ensure that everyone involved understands what's expected of them.
- Give volunteers a specific person to whom they can go with questions.
- Develop volunteer "mentors" - be sure to match experienced volunteers with rookies, when possible. One of the fastest ways to learn something is by working alongside someone with experience. This approach is great for new members who may want to help out, but haven't yet developed friendships within the Chapter and are reluctant to volunteer. It's also more fun!

ENJOY

Put the right people in the right jobs and try to match people's talents and interests with the tasks you're asking them to do - but don't assume that someone who does bookkeeping eight hours a day also wants to do bookkeeping in his or her free time!

- Give people the opportunity to try new things and broaden their horizons. Just because someone "always" judges a bike show doesn't mean they wouldn't like to try something else.
- Accentuate the positive aspects of being a volunteer - new friendships, a sense of accomplishment, personal development, being a part of a team. Don't badger people into volunteering!
- Don't take things too seriously - a sense of humor is a must!
- Have a special "after the event get-together" for all those who volunteered.
- Make work "shifts" reasonable - about two to three hours. Plan for more volunteers to work shorter hours. People will be more willing to help out if they know they'll also have time to participate in the activity.

REWARD

Remember to say, "Thank you," for every offer of assistance you receive. Most people want to feel needed and appreciated.

- Concentrate on praising those who do volunteer, not on degrading those who are unwilling or unable to help out. There will always be those who want to attend an activity, not work it. That's okay.
- Recognize volunteers in a manner that fits for your Chapter - in newsletters or meetings, with small gifts of appreciation, certificates of accomplishment, thank you cards or a volunteer party where volunteers get to sit back and be served!
- Let volunteers accumulate points for each activity they work and at year-end, give various gifts according to points earned.
- Sometimes the best reward is a well-earned rest! Don't expect one person to volunteer for every single Chapter activity.

ACTIVITIES & EVENTS

INSURANCE COVERAGE

Before you undertake a Chapter event or activity, be sure you have the necessary insurance to cover all aspects of the event. The H.O.G.[®] Chapter General Liability Insurance policy is meant to cover “typical” Chapter activities where the guests are local Chapter or H.O.G.[®] members. Since we all may have a different definition of “typical,” it’s important to follow the guidelines listed here.

- Carefully read through the insurance section of this handbook.
- Check the *Schedule of Pre-Approved Chapter Activities* (the field events in this handbook are pre-approved)
- Check the list of “Excluded Activities” (these are definitely not covered under the policy)
- If your event/activity is not on the *Schedule of Pre-Approved Chapter Activities*, or if you have ANY doubts as to what might be covered, call Harley-Davidson[®] Insurance at 1-888-690-5600.
- Abide by the release form guidelines as described in the insurance section.
- Be familiar with all legal and financial guidelines as covered in the “Chapter Business” section of this handbook
- See “Event Production Policy” section on the following pages.

NOTE: *Even if your event or activity is not included on the Schedule of Pre-Approved Chapter Activities, you may be able to obtain coverage through Harley-Davidson Insurance (HDI). HDI will determine whether your activity/event can be added to the Schedule of Pre-Approved Chapter Activities (at no additional cost to you), whether your activity/event can be covered with additional insurance (for which you’ll pay an additional premium), or whether your activity/event cannot be covered through HDI.*

ACTIVITIES & EVENTS

EVENT PRODUCTION POLICY

NO CO-PRODUCED EVENTS

Rule of Thumb - one event = one producer.

For clear lines of responsibility, control and insurability, don't hold co-produced events.

EVENT FLYER CONTENT

Let the world (and the insurance company) know who is running the show, by designing your flyers properly. The sample event flyer below, shows the correct way to put together a promotional piece for your event.

Top:

Producing Chapter takes the top line and doesn't share it.

- Single producer only!
- Include H.O.G.[®] logo along with Chapter chevron (not H-D), if desired.

Middle:

List event facts in a straightforward manner:

- Who?
- What?
- When?
- Why?

ABC CHAPTER



Poker Run & Bike Raffle Sunday – June 12, 2012

**Registration from 9:00 a.m. – 11:00 a.m.
Jefferson Way Recreation Center – 1234 Jefferson Way,
Anytown, USA
Entry Fee is \$12.00
Door Prizes!!!
50/50 Drawing**

**Lunch will be provided
No alcohol, Please**

**For more information: Dealer Name 123-456-1234
www.abcchapter.com**

All Chapter activities conclude at 8:00 p.m.

**Thanks to our sponsors:
ABC Harley-Davidson, Coca-Cola, Jefferson Way Rec Center**

Bottom:

List sponsors
(with logos if desired)

- H.O.G. is not a sponsor

ACTIVITIES & EVENTS

EVENT PRODUCTION POLICY *(cont'd)*

LOGO USE

Rule of Thumb = do it right or not at all.

Use of H.O.G.[®] logos is a benefit provided by H.O.G. to local Chapters. The logo is a valuable and positive symbol of our organization and all H.O.G.[®] Chapters need to do their part to protect this legacy.

Here's how you can do your part:

- The *Annual Charter* gives you the right to use the logo on Chapter publications, if sponsoring dealership approves.
- Use only the official H.O.G. logos found in this Handbook.
- Use the logo as is; do not alter it in any way (such as adding text or combining with other graphics).
- Always accompany the logo with the official Chapter name. Your Chapter name should be inserted into the chevron shape of the logo version shown below.



- Get approval from H.O.G. if you want to use the logo on anything other than publications (like t-shirts and pins) and use authorized agents to produce those items.

ACTIVITIES & EVENTS

RUNNING AN EVENT

SAFETY

Participant and spectator safety must always be the top priority at any event.

- The event area should be cordoned off to prevent access to anyone but event personnel and participants.
- Events may NOT restrict drivers' ability to safely operate their motorcycle in any way.
- Conduct events on surfaces conducive to safe riding (avoid slippery surfaces, gravel and mud).

GENERAL

Participants at H.O.G.[®] events must compete on a Harley-Davidson[®] motorcycle.

- Have release forms on hand for non-Chapter members to sign.
- Equipment and supplies will vary depending on which events are chosen.
- A designated area may be set up where the participants can fill out the *Field Events/Games Registration* form. If you don't want to have formal registration, simply ask everyone who wants to participate to line up. After each event/game is completed, have an assigned Chapter volunteer write down the name and address of the winners to ensure that they receive the appropriate award.
- Make sure all rules are explained in detail before any event gets started. It is a good idea to have the rules printed and available so the participants may read them when signing up.
- A public address system should be available.
- To ensure safe events, spectators must not have access to the activity area.



ACTIVITIES & EVENTS

EVENT SUGGESTIONS

RIDE-IN BIKE SHOW

The Ride-In Bike Show is the perfect opportunity for participants to show off their metal. Only Harley-Davidson® motorcycles are eligible to enter the show. There are categories for every kind of bike, from classic to custom.

SUPPLIES

Have the following supplies on hand:

- Pens/pencils
- Ballots and ballot box
- Registration forms
- Release forms
- People's Choice Award Official Ballot

SET-UP

- Secure a staging area with ample space and a good riding surface.

RULES

- All entrants must be registered to participate.
- Have rules available for all participants (see sample content for *Ride-In Show Participants Information Sheet* on page 19)

JUDGING EXAMPLES

Listed below are the many different ways to judge a Ride-In Bike Show. Pick the one that works best for your event or use a combination of judging styles.

Panel of Judges

A pre-assembled group of judges that may include representatives from several participating Chapters, local businessmen or city officials.

A "People's Choice" Award

Every attendee is allowed to act as a judge. Distribute ballots to each attendee at registration.

NOTE: Unless otherwise specified, all entries must be Harley-Davidson production motorcycles with H-D® engine, stock frames and stock crankcases.

ACTIVITIES & EVENTS

EVENT SUGGESTIONS *(cont'd)*

FORMS - Ride-In Show Entry Sheet



RIDE-IN SHOW ENTRY SHEET

(Bike must be ridden to the rally. Trailered
bikes not eligible except in pro-class.)

MUST BE A HARLEY-DAVIDSON MOTORCYCLE

Event _____ Dates _____
Class # _____ License Number _____
Year/Model _____
Owner _____ H.O.G. # _____
Address _____
City _____ State _____ Zip _____
Chapter _____

Official Use Only

- Paint _____
- Plating/Polishing _____
- Engineering _____
- Street Function _____
- Seat _____
- Style _____

Total Points

Judges' Initials

Comments:

ridinentry.qxd

[\[click here for blank, full size form\]](#)

ACTIVITIES & EVENTS

EVENT SUGGESTIONS *(cont'd)*

FORM - Ride-In Show Participants Information Sheet

Ride-In Show Participants Information Sheet

Description:

Enter motorcycle in the show to be judged.

Awards:

First Place and two runner-up awards for each class.

Rules:

- Motorcycle must be ridden past the registration table.
- Participants must place their motorcycle into the class indicated by the judges (one class per motorcycle).
- Participant's motorcycle must stay in the show until after the awards.
- Finalist must stage their motorcycles as instructed for awards presentation.
- **All decisions by the judges are final.**

SUGGESTED CLASSES

CLASS	DESCRIPTION
1.) Antique I	Models 1903-1947
2.) Antique II	Models 1948-1983
3.) Big Twin FL/FX Rigid Mount	Models with stock frames with no windshield or fairing.
4.) Big Twin FX Rubber Mount	Models with stock frames with no windshield or fairing.
5.) Big Twin FL Rubber Mount	Models with stock frames with no windshield or fairing.
6.) Sidecar	H-D sidecar models only.
7.) Sidecar	Non H-D sidecar models.
8.) Sportster	Models with stock frames.
9.) Sport Touring Rubber Mount	FLHR, FXRT, FXDXT, FLT and all sport models with windshield and saddle bags
10.) Sport Touring Rigid Mount	FLST, FLSTC, FLSTN, FLSTSC and all sport models with windshield and saddle bags.
11.) Touring	FLHS, FLHR, FLT and all sport models with fairing and saddle bags.
12.) Full Dresser	FLT and FLH Models with fairing tour-pak and saddle bags.
13.) Buell®	All models.
14.) VRSC	All models.

[\[click here for blank, full size form\]](#)

ACTIVITIES & EVENTS

EVENT SUGGESTIONS *(cont'd)*

FORM - Judges Evaluation Sheet

Judges Evaluation Sheet

CLASS #

LIC. #

TOTAL POINTS

PAINT:

Overall design and finish quality.

1 2 3 4 5 6 7 8 9 10

PLATING/POLISHING:

Finish quality, etching and balance of components.

1 2 3 4 5 6 7 8 9 10

SEAT:

Style, comfort, materials, and other upholstered components.

1 2 3 4 5 6 7 8 9 10

ENGINEERING:

Innovation, safety, performance, handling, and braking.

1 2 3 4 5 6 7 8 9 10

STREET FUNCTION:

Overall ride-ability, drive-ability, and vehicle requirements.

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

PRO CLASSES: Are for vehicles created by motorcycle dealers, professional builders and other special interest entries. When the following is represented:

Customization is at a high level. Everyday street function is a lower priority.

STYLE:

Overall impression of vehicle, balance of components, and finishes.

1 2 3 4 5 6 7 8 9 10

SHOW CUSTOM:

1 2 3 4 5 6 7 8 9 10

PRO CUSTOM:

1 2 3 4 5 6 7 8 9 10

ANTIQUE CLASS:

Judged exclusively on their original or restored to original merit.

1 2 3 4 5 6 7 8 9 10

RADICAL CUSTOM:

1 2 3 4 5 6 7 8 9 10

[\[click here for blank, full size form\]](#)

ACTIVITIES & EVENTS

EVENT SUGGESTIONS *(cont'd)*

FORMS - People's Choice Award Official Ballot

OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:

Please select one bike as your favorite and write that number in the box above.

(Each rally participant is entitled to ONE vote)

[\(click here for blank, full size form\)](#)



ACTIVITIES & EVENTS

OBSERVATION RUN/SELF-GUIDED TOUR

Observation Runs and Self-Guided Tours are excellent ways to get your Chapter members out on their Harleys and enjoying the countryside. You can design runs and tours of various lengths to accommodate the different riding styles of your Chapter members. In general, Observation Runs are designed as a kind of “scavenger hunt” where participants receive a series of questions about the landmarks and signs along the route. Their answers are judged at the end of the ride. Self-Guided Tours are just that, a predetermined route through a scenic area that riders can complete at their own pace.

SUPPLIES

- Route and maps
- Questions/Quiz
- VERIFICATION of routes, maps, questions and quiz
- Tally sheets to determine winners (if applicable)

SUGGESTIONS - Observation Run

- Start/finish should be the same.
- The route should run past landmarks for easily recognizable signs that are safely and easily seen without causing a traffic hazard.
- Include a list of questions about the landmarks or signs along the route. There should be a minimum of 10 and a maximum of 25 questions.
- The mileage from point-to-point should accompany these questions.
- The route should not exceed 80 miles.

SUGGESTIONS - Self-Guided Tour

- The start and finish line should be the same.
- Tour should not exceed 100 miles.
- Stops should be noted by name and clearly marked as to location (i.e., side of the street, mileage from start, etc.).

ACTIVITIES & EVENTS

SLOW RIDE

The Slow Ride is a challenging test of the participants' balance and control over their Harley-Davidson® motorcycle. The object is to finish the designated course, in the most time, without putting your feet on the ground or running over boundary lines. Men and women can both take part in the same Slow Ride heats, or the Ladies of Harley® can run their own heats.

SUPPLIES

- Lane marking equipment (chalk, tape, etc.)

SET-UP

- Mark off 10 lanes. Each should be 4 feet wide and 50 feet long.
- Assign one (1) judge to each lane.
- If there are enough participants, run separate heats for each class of bike. XLs, FXs and FLs run off separately. The winners from each of those heats will then run off against one another to determine the overall first, second and third-place winners.

RULES

- Participants line up at the beginning of every other lane. Leave an empty lane between each participant as a safety precaution.
- Start as soon as signaled.
- Keep your feet up. If you put your foot down, stop exactly where you are.
- Stay within the lines. If your wheel touches the line, you're disqualified. Stop exactly where you are.
- You must cross the finish line, without fault, to win.

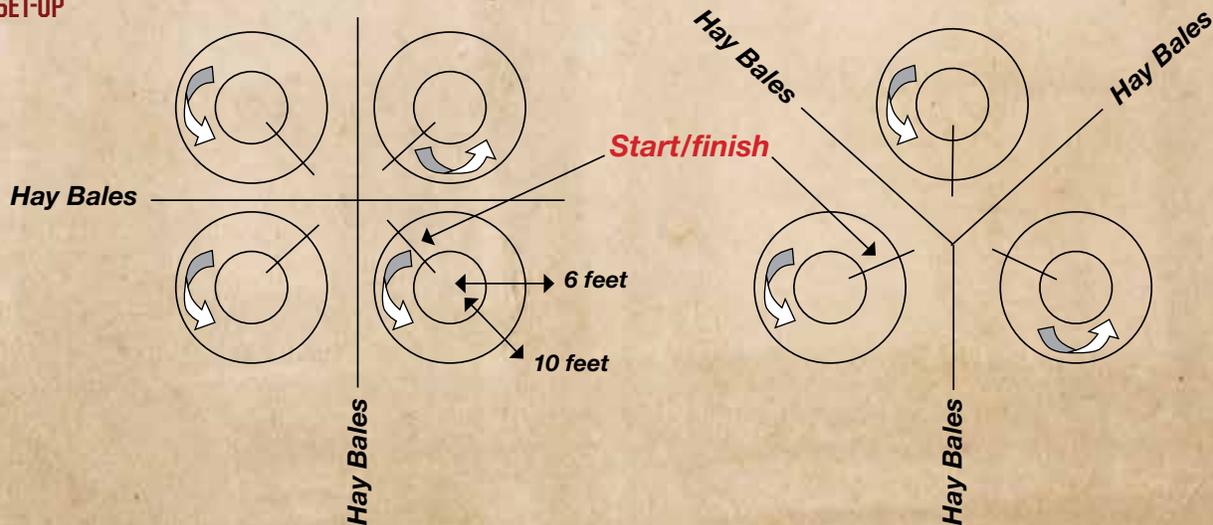
ACTIVITIES & EVENTS

CIRCULAR SLOW RIDE

SUPPLIES

- Tape measure
 - Stop watch
 - Stake (for the center of the circle)
 - String (to scribe the circle with)
 - Lane marking equipment (chalk, tape, etc.)
 - Hay bales
 - **Volunteers:** two (2) spotters per lane, one (1) starter/judge
- Additional volunteers to guide motorcycles into and out of the activity area.

SET-UP



- Lay out three or four circular lanes as shown, each lane having an inside radius of 6 feet and outside radius of 10 feet. The size of the circular lanes may be varied but keep in mind the turning radius of the various Harley-Davidson® models. Riding area width of the lanes should be approximately 4 feet.
- Separate the circles with hay bales placed between the lanes, as shown.
- Mark a start/finish line in each lane.
- Spectators and waiting participants **MAY NOT** sit on, stand next to, or park next to the hay bales separating the lanes. The hay bales and the area between the participant lanes and the hay bales must remain clear.
- One (1) lane spotter monitors the start/finish line for their assigned lane to insure that the participant lifts their feet and begins the ride at the start signal, and also monitors whether the motorcycle crosses the lane markings on either side of the lane during the ride.
- One (1) lane spotter walks behind the participants' motorcycle (approximately 3 feet) to assist in keeping the motorcycle upright should the participant lose their balance and the motorcycle began to fall over, and also monitors whether the motorcycle crosses the lane markings on either side of the lane during the ride.
- The starter/judge gives the "go" signal to begin the race and watches for the first lane judge to signal successful completion of Circular Slow Ride.
- Spectators and participants are not allowed to stand or sit on the hay bales, or park next to the hay bales separating the participant lanes.

ACTIVITIES & EVENTS

CIRCULAR SLOW RIDE *(cont'd)*

RULES

- All participants ride in a counter-clockwise direction.
- Everyone starts when signaled. If someone doesn't start at the signal, it's a false start and the ride is re-started.
- The last participant to cross the finish line without being disqualified is the winner.
- Participant must keep their feet up. If the participant puts a foot down, they stop where they are.
- If a tire touches a lane marker on either side of the lane, participant stops where they are.
- Participant must cross the finish line to win. For example, four participants are doing the slow ride and three are disqualified for putting their foot down. If the fourth participant turns out of their lane and rides away, they would also be disqualified because they didn't cross the finish line before they crossed a lane marker.
- The judge resolves all disputes. **The judge's decision is final.**

ACTIVITIES & EVENTS

SLOW RIDE VARIATIONS

TWO-UP SLOW RIDE

This is set-up and run the same as the Slow Ride only there is both a rider and a passenger on each motorcycle. Passenger must remain seated on the passenger seat of the motorcycle in a forward position, with their feet on the passenger foot pegs throughout the ride. Same rules apply to the passenger putting their foot down as the rider. Same rules for set-up and judging are used as in the Slow Ride.

ROAD KILL SLOW RIDE

- Same supplies used to set-up the Slow Ride.
- Flat paper cut-outs of animals. 9-inch cutouts work pretty well. Cut-outs must be such that they don't interfere with riding if run over.
- Lay out the lanes the same as for the Slow Ride.
- Place two (2) or three (3) paper animal cut-outs in each lane.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.
- Rules and judging are the same as for the Slow Ride.
- Objective is to miss the "road kill" and have the slowest time.
- If a tire hits one of the paper "road kill" animals, the rider is disqualified. A variation may be to subtract a five second penalty from the rider's time for each tire hit on a "road kill."

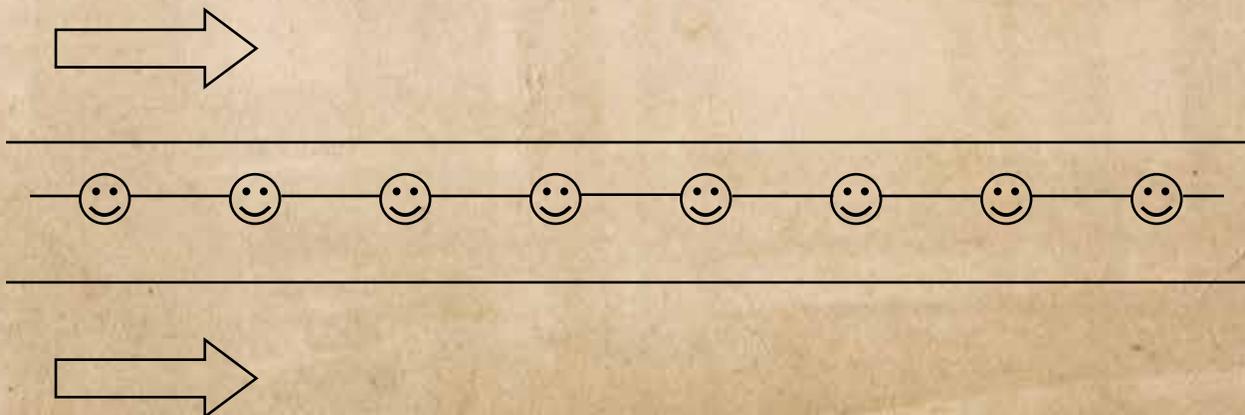
ACTIVITIES & EVENTS

ROAD KILL CLEAN UP

SUPPLIES

- Tape measure
- Lane marking equipment (chalk, tape, etc.)
- **Volunteers:** two (2) spotters, one (1) judge
Additional volunteers to guide motorcycles into and out of the activity area.
- 16 reasonably sized stuffed animals. Must be able to fit into a fishing net.
- Two (2) long handled fishing nets. Net should not be overly long.

SET-UP



- Lay out three lanes, 4 feet wide and 50 feet long. In the middle of the center lane (2 feet from the edge of either side lane) mark eight equally spaced spots. This is where the stuffed animal "road kill" is placed.
- One (1) spotter monitors whether the motorcycle crosses the lane lines on either side of the lane during the ride.
- One (1) spotter counts the number of "road kill" in the net.
- The judge keeps track of the number of stuffed animal "road kill" each participant scoops up with the fishing net and remains in the net until the ride is completed.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.

ACTIVITIES & EVENTS

ROAD KILL CLEAN UP *(cont'd)*

RULES

- This is a rider and passenger team event. A single rider may not compete. The rider may not control the motorcycle and also pick up the "road kill."
- Passenger must remain seated on the passenger seat of the motorcycle in a forward position, with their feet on the passenger foot pegs throughout the ride.
- Each team may use either lane for their ride. Once a team begins the ride, they may not switch sides for picking up "road kill."
- "Road kill" is scooped up with the fishing net. It must be in the net to count.
- Rider starts when ready.
- The team who picks up the most "road kill" and crosses the finish line without being disqualified is the winner.
- Both members of the participant team must keep their feet up. If either participant puts a foot down, the team is disqualified and no credit given for "road kill" picked up.
- If a tire touches a lane marker on either side of the lane, the team is disqualified and no credit given for "road kill" picked up.
- To receive credit, the team must successfully complete the ride and the "road kill" must be inside the net prior to the motorcycle crossing the finish line.
- Team's motorcycle must cross the finish line to receive credit for "road kill" picked up.
- If multiple teams picked up all eight "road kill," add more "road kill" to the side the team is picking up on and run and elimination.
- The judge resolves all disputes. **The judge's decision is final.**

ACTIVITIES & EVENTS

WATER BALLOON SLING-SHOT

SUPPLIES

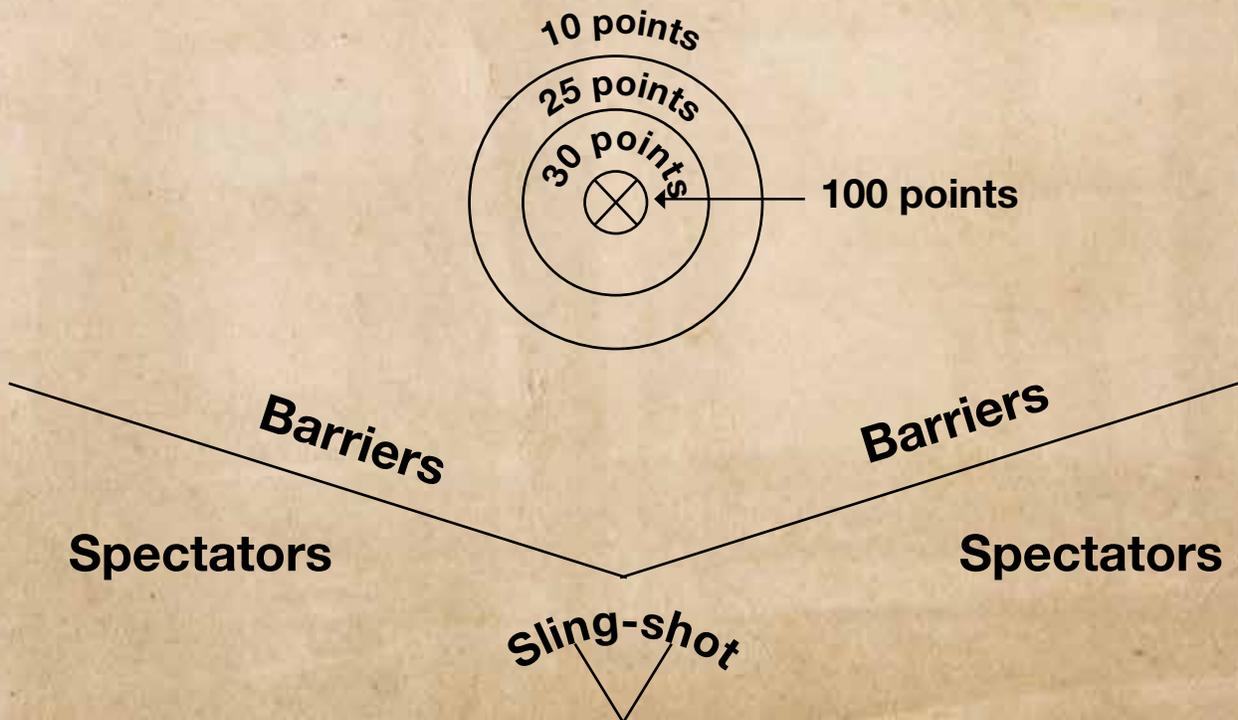
- Measuring tape
 - Commercial water balloon sling-shot
 - Target
 - Line markers (chalk, tape, etc.)
 - Barricades, crowd control tape, or some other form of crowd restraint
 - Water balloons (Water Grenade water balloons work well)
 - Cleaned garbage can (to hold the water balloons)
 - **Volunteers:** one (1) judge, two (2) spotters
- Additional volunteers to fill water balloons and direct participants.

ACTIVITIES & EVENTS

WATER BALLOON SLING-SHOT *(cont'd)*

SET-UP

Clear Zone



- This is a three (3) person team event. Two (2) participants hold the sling-shot and the 3rd person aims and launches the water balloons.
- An area approximately the size and shape of a baseball field is needed to run this event.
- A target is placed approximately 50 feet away from the sling-shot. The location of the target is variable, but must be placed so as to keep the target and possible misses away from spectators on either side and to allow for a clear zone behind the target.
- A ring is marked around the target 10 feet from the target.
- A second ring is marked around the first ring 10 feet from the first ring.
- The water balloons should be filled consistently. They should all be about the same size, and loaded into the garbage can.
- Put up crowd control tape or barriers to insure that spectators can't enter the target area. The barriers must be erected in such a manner that an errant water balloon launch will not land on the spectators.
- The target area **MUST** be kept clear of all spectators and participants.
- Spectators may not stand at the far end of the field, behind the target.

ACTIVITIES & EVENTS

WATER BALLOON SLING-SHOT *(cont'd)*

RULES

- A three (3) person team holds the sling-shot and launches three water balloons.
- A hit outside all the rings is worth 10 points, a hit inside the 1st ring is worth 25 points, a hit inside the 2nd ring is worth 50 points, and a direct target hit is worth 100 points.
- Under no circumstances may a water balloon be loaded into the slingshot if there are people in the target area.
- If someone moves onto the field during the launching of a water balloon, the launch must be stopped immediately.
- The team with the most points after three balloon launches wins.
- The judge resolves all disputes. **The judge's decision is final.**

ACTIVITIES & EVENTS

BARREL ROLL

SUPPLIES

- Plastic barrels, not less than 25 inches in length.
- Lane marking materials (chalk, tape, etc.)
- Hay bales
- **Volunteers:** one (1) starter/judge, three (3) spotters
Additional volunteers to guide participants into and out of the game area.

SET-UP



- Mark out three lanes, each 4 feet wide and 50 feet long. There should not be more than 6 to 8 inches of space between the end of the plastic barrels and the lane lines.
- Place hay bales between on the sides of the lanes, starting before the starting line and continuing well past the finish line by at least 10 feet. Hay bales must be set so as to keep the barrels from rolling into another lane or the spectators.
- **IMPORTANT:** The focus on this event is precision control of the barrel, not speed. The rider with the better control has the best chance of winning.
- The starter/judge begins each roll and records the winner.
- The three (3) spotters watch each participant to insure the barrel and the motorcycle does not touch or cross the lane lines.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.

RULES

- Participant must roll their barrel down the lane without the barrel touching or crossing the lane lines or they are disqualified.
- Participants motorcycle may not touch or cross the lane lines or they are disqualified.
- Participant must keep both feet on the ground during their "barrel role."
- First participant to roll their barrel across the finish line wins.

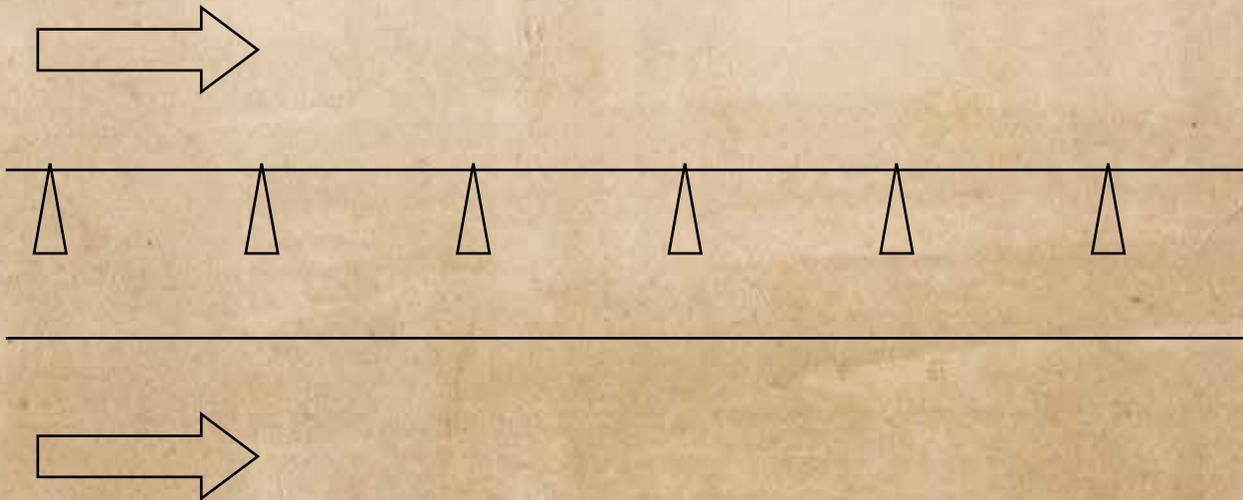
ACTIVITIES & EVENTS

BALL DROP

SUPPLIES

- Tape measure
- Materials to mark lanes (chalk, tape, etc.)
- Eight (8) large traffic cones, at least 2 feet in height, with open tops (the kind that would allow a ball to be balanced on them).
- Eight (8) tennis balls or baseballs.
- **Volunteers:** one (1) judge, two (2) spotters per lane
- Additional volunteers to move participants in and out of the game area.

SET-UP



- This is a rider and passenger team activity
- Mark off three lanes, 4 feet wide and 50 feet long.
- In the middle of the center lane (2 feet from the edge of either riding lane) place six traffic cones, equally spaced over the length of the lane. If it becomes necessary to have a run off, the additional two cones can be added for a total of eight cones.
- The judge tracks the participant totals
- One (1) spotter watches for the motorcycle touching the lane markers or feet going down.
- One (1) spotter counts the number of balls remaining on the traffic cones at the completion of the ride.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.

ACTIVITIES & EVENTS

BALL DROP *(cont'd)*

RULES

- This is a rider and passenger team event. A single rider may not compete. The rider may not control the motorcycle and also place the balls on the cones.
- Passenger must remain seated on the passenger seat of the motorcycle in a forward position, with their feet on the passenger foot pegs throughout the ride.
- Each team may elect to ride in either the left lane or the right lane to place the balls on the cones. Once a team begins the ride, they may not switch lanes.
- Rider starts when ready.
- The team who has the most balls on the cones and crosses the finish line without disqualifying is the winner.
- Both members of the participant team must keep their feet up. If either participant puts a foot down, the team is disqualified and no credit given for balls placed on cones.
- If a tire touches a lane marker on either side of the lane, the team is disqualified and no credit given for balls placed on cones.
- To receive credit, the team must successfully complete the ride and the balls must remain on the cones until the motorcycle crosses the finish line.
- If multiple teams place all six balls on the traffic cones, add two more cones to the center lane and rerun the teams.
- The judge resolves all disputes. **The judge's decision is final.**

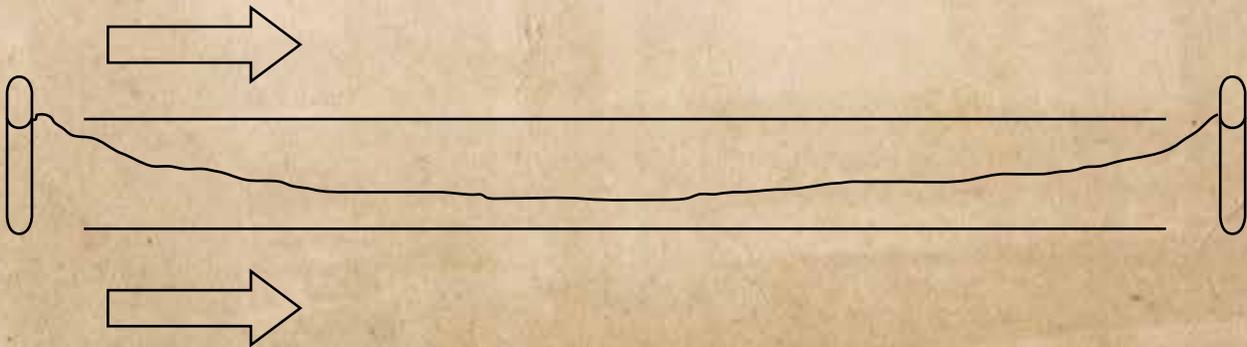
ACTIVITIES & EVENTS

LAUNDRY DUTY

SUPPLIES

- Tape measure
- Materials to mark lanes (chalk, tape, etc.)
- Two (2) well anchored poles with a clothesline strung between them
- A supply of clothespins
- A supply of small laundry items, such as hand towels, wash cloths, socks, shorts, and t-shirts.
Do not use large items such as bath towels, jeans, or sheets
- **Volunteers:** one (1) judge, two (2) spotters per lane, two (2) holders
Additional volunteers to move participants in and out of the game area.

SET-UP



- This is a rider and passenger team activity.
- Mark off three lanes, 4 feet wide and 50 feet long.
- In the middle of the center lane (2 feet from the edge of either riding lane) place the two poles with the clothesline strung between them. The clothesline should be long enough that the poles are beyond the starting line and finish line and be approximately shoulder height for a passenger sitting on a motorcycle.
- The judge tracks the participant totals.
- One (1) spotter watches for the motorcycle touching the lane markers or feet going down.
- One (1) spotter counts the number of clothes remaining clipped to the clothesline at the completion of the ride.
- Each of the two holders holds onto one of the poles attached to the clothesline to make sure the poles and clothesline are not inadvertently pulled over by a participant. If a motorcycle should cross a lane marker towards the clothesline, the holders must also be prepared to lay the poles and the clothesline on the ground to avoid the participant team from becoming entangled in the clothesline.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.

ACTIVITIES & EVENTS

LAUNDRY DUTY *(cont'd)*

RULES

- This is a rider and passenger team event. A single rider may not compete. The rider may not control the motorcycle and also hang clothes on the clothes line.
- Passenger must remain seated on the passenger seat of the motorcycle in a forward position, with their feet on the passenger foot pegs throughout the ride.
- Each team may elect to ride in either the left lane or the right lane to hang clothes on the clothes line. Once a team begins the ride, they may not switch lanes.
- Rider starts when ready.
- The team who has the most clothes clipped on the clothesline and crosses the finish line without disqualifying is the winner.
- Simply draping clothes over the clothesline does not count. They must be clipped with a clothespin and remain clipped to the clothesline until the ride is completed.
- Both members of the participant team must keep their feet up. If either participant puts a foot down, the team is disqualified and no credit given for any clothes clipped to the clothesline.
- If a tire touches a lane marker on either side of the lane, the team is disqualified and no credit given for clothes clipped to the clothesline.
- To receive credit, the team must successfully complete the ride and the clothes must remain clipped to the clothesline until the motorcycle crosses the finish line.
- The team with the most clothes clipped to the clothesline at the end of the ride, without disqualifying, wins.
- The judge resolves all disputes. **The judge's decision is final.**

ACTIVITIES & EVENTS

PLANK WALK

SUPPLIES

- Lane marking material (chalk, tape, etc.)
- Measuring tape
- Eight (8), 2 inch by 6 inch by 8 foot boards
- Long loops of rope or other material that will be attached to the boards. Loops must be long enough to reach participants hands.
- **Volunteers:** one (1) starter/judge, four (4) lane spotters
Additional volunteers to direct participants in and out of the game area.

SET-UP



- This is a four (4) person team event.
- Lay out seven lanes, 4 feet wide and 50 feet long.
- Leave one lane between participant lanes.
- Attach the rope or other material to the board in a single loop per person. The material must be long enough for participants to hold on to with both hands. Participants use the upward pressure on the rope to hold the board against their feet. Material must be attached in the same positions on all boards.
- The lane spotters watch to make sure each four (4) person team stays within their lane.
- The judge tracks the winner.

RULES

- Each team must consist of four (4) participants.
- The team members use two boards, holding the board against their feet with the hand held ropes.
- At the start signal, each team moves their feet in unison (plank walks) to the finish line. The first team to reach the finish line wins.
- If a teams' planks cross a lane line, that team is disqualified.
- If a team falls over, the team is disqualified.
- Participants feet must remain on the boards.

ACTIVITIES & EVENTS

BIKE WASH

The Bike Wash is a fun event for rider and passenger to test their eye-hand coordination while they try to keep themselves and their bike dry!

SUPPLIES

- Water balloons
- Two (2) poles that can be adjusted to at least 12 feet high
- 16 feet of rope

SET-UP

- Fill at least one water balloon per contestant.
- Connect poles with rope and place them 15 feet apart.
- Start with the rope about 7 feet from the ground; you'll raise it as the event progresses.

RULES

- Rider must keep feet up. If foot touches the ground, the team is disqualified.
- Passengers must face forward and keep their feet on the footpegs/ floorboards.
- Passenger tosses the water balloon over the rope and catches it on the other side.
- If the balloon doesn't go over the rope, the team is disqualified.
- Raise the rope until the last three teams are left to determine first-, second- and third-place winners.

ACTIVITIES & EVENTS

POTATO PASS

This non-motorcycle event is a good choice if bad weather keeps you indoors. It's also just plain fun - no matter what the weather!

SUPPLIES

- Potatoes
- Measuring tape
- Lane markers (chalk, tape, cones, rope, etc.)

SET-UP

- Mark off 10 lanes, four feet wide and 50 feet long.
- Assign one (1) judge to each lane.

RULES

- Participants work in teams of two. One lines up at the beginning and the other at the end of a lane. Leave an empty lane between each team as a safety precaution.
- A potato is placed under the chin of the participant at the starting line. Both team members must keep their hands behind their backs at all times.
- Participants run to the end of the lane and pass the potato to their partner. Neither partner may touch the potato with his or her hands.
- Other participant runs to the finish line with the potato under his/her chin.
- If the potato is dropped, participant is to stay exactly where it falls in order to determine the first-, second- and third-place winners.

ACTIVITIES & EVENTS

TIRE TOSS

This fun team event challenges participants to use their aim and timing to get as many tires over the cones as they can.

SUPPLIES

- Tape measure
- Lane marking equipment (chalk, tape, cones, rope, etc.)
- Eight (8) cones
- Eight (8) bicycle tires

SET-UP

- Mark off three lanes, 4 feet apart and 50 feet long.
- Evenly space the eight cones along the middle line. This allows participants to ride on the right- or left-hand side of the cones.

RULES

- Rider must keep feet up. If participants touch the ground, they are disqualified.
- Passengers must face forward and keep their feet on the footpegs/floorboards.
- Passenger throws tires over the cones.
- Whoever gets the most tires over the cones wins.
- Run another heat to break any ties.

ACTIVITIES & EVENTS

BALLOON TOSS

This non-bike event is just the thing when the temperature soars.

SUPPLIES

- Water balloons

SET-UP

- Fill water balloons.

RULES

- Line up partners across from one another.
- Each participant on one side gets a balloon.
- Balloons are tossed from one partner to the other.
- If a balloon is broken or dropped, the team is disqualified.
- After each successful throw, one side takes a step backward.
- Repeat until first-, second- and third-place winners are determined.

ACTIVITIES & EVENTS

HOT DOG BITE

This popular event is a great test of teamwork and timing. The idea is for the passenger to bite the hot dog hanging overhead and stay on the bike - not an easy task! Hope you're hungry, because the smallest piece left on the fork wins!

SUPPLIES

- Two poles
- String
- About 16 feet of rope
- Plastic forks
- Two (2) cones
- Cooked hot dogs
- Measuring tape
- Sanitary gloves
- Trash bucket

SET-UP

- Place two poles, with rope connecting them, about 15 feet apart.
- Mark the finish line with two cones, about 15 feet apart, 2 feet beyond the poles.
- Tie a string, with a plastic fork attached to the end, to the middle of the rope.
- Attach a hot dog to the fork. Adjust the rope so there is approximately 5 feet 8 inches from the ground to the bottom of the hot dog.
- Always replace the hot dog after each contestant, even if the hot dog hasn't been touched.
- People handling hot dogs must wear sanitary gloves.
- Two (2) people are required: one to place the hot dog on the fork, another to remove the hot dog from the fork after use.

RULES

- Riders must face forward and keep their feet on the footpegs/ floorboards.
- Team must ride past the cones. Team is disqualified if vehicle stops or rider's foot touches the ground before passing the cones.
- The hot dog left on the fork is measured. The smallest piece wins.

ACTIVITIES & EVENTS

SODA STRAW DROP

This game of timing and finesse will test even the most “in-sync” team as they try to get a drinking straw inside a soda bottle - as they ride by on their Harley-Davidson® motorcycle!

SUPPLIES

- Tape measure
- Lane marking equipment (chalk, tape, cones, rope, etc.)
- Drinking straws
- Eight (8) plastic soda bottles

SET-UP

- Mark off one lane, 4 feet wide and 50 feet long.
- Position eight plastic soda bottles along a straight line, approximately 3 feet apart.

RULES

- Riders must keep their feet up. If a foot touches the ground, the team is disqualified.
- Passengers must face forward and keep their feet on the footpegs/floorboards.
- Passengers must put straws in soda bottles as they ride by on bike.
- Whoever gets the most straws in bottles wins.
- To break ties, run another heat.

ACTIVITIES & EVENTS

POKER RUN

Poker Runs are a fun way to get riders on the road and possibly raise a little money for charity. Poker Runs take a little planning and require a number of people to act as staff. They're an exciting way to see the area, socialize with your friends and maybe even win a little money (or a prize)!

NOTE: *In most states, Poker Runs are considered gaming and highly regulated by state law. Please refer to "Raffles, Prizes and Poker Runs" on page 60 in the Chapter Business section.*

SUPPLIES

- Sign-up sheets (if applicable)
- Copies of the route and maps for each participant
- A supply of pens and pencils for volunteer workers
- Decks of cards
- *Poker Hand Tally Sheets*
- Cash box for money from purchase of extra cards/hands
- *Book of Hoyle* (Poker Rules)

SET-UP

- Participants should note that they are traveling on public highways and you, as an event host, are not responsible for their design or maintenance. Remind participants that they are responsible for their own safety when using public roads and should ride accordingly.
- Route should have five stops; the first and last should be at the event site.
- Run should be between 30 and 70 miles and take no more than three hours to complete.
- Stops should be at convenient areas with plenty of parking. Traffic conditions should also be considered. If using private property as a stop, make sure you have the permission of the owners. Areas with access from the right side of the road should be a priority.
- Stops should not be scheduled at a site or business where alcoholic beverages are the primary service.
- Availability of non-alcoholic refreshments and rest rooms should be ensured.
- Provide ample signage for sign-up and stops along the route.

RULES

- The rules should be precise and in writing on the *Poker Hand Tally Sheet* provided to each participant.

ACTIVITIES & EVENTS

POKER RUN *(cont'd)*

VERIFICATION

- Double and triple-check the route and maps. It's also a good idea to have someone unfamiliar with the area ride the entire route to ensure the map is correct and understandable. Delay printing as long as possible to verify that the route is passable. The route should then be ridden the day before the event to make sure there are no surprises such as construction or road closings.

STAFFING STOPS

- If the event site is used as the first and last stop, only three additional stops need to be staffed. Ideally, the stops should be staffed by businesses in exchange for your rally's patronage.
- If your stops are being staffed by the businesses along your route, you should stop by each stop one day before the event to drop off a tally sheet, instructions and signs. Be sure the staff knows what's expected of them and where the rules are printed on the tally sheet.

CALCULATING THE WINNING HAND

- Have the *Book of Hoyle* on hand to help you determine the winning hand.

EXTRA HANDS

- Allowing participants to purchase extra cards is an added source of income because you don't need to purchase any additional supplies. You can either allow participants to choose up to two additional cards or a set fee per card or let them pick an extra hand for another fee.

FORMS - Poker Run Tally Sheets

TALLY SHEET		Poker Run												
RULES FOR RALLY POKER RUN USING MULTIPLE STOPS 1. No duplicate cards can be used. Participants must draw an additional card if an identical card is drawn. (EXAMPLE: If an Ace of Spades is picked at the second stop and an Ace of Spades is picked at the fourth stop, the participant must pick another card at the fourth stop.) 2. If allowing participants to play more than one hand, the participant must present the appropriate Poker Hand Tally Sheet to be marked BEFORE each card is drawn. 3. Rules in case of a tie: _____ 4. All decisions by the judges are FINAL! 5. Latest possible return time: _____														
Please PRINT Name: _____														
Address: _____														
City/State/Zip: _____														
H.O.G. Number: _____ Phone Number (____) _____														
Chapter: _____														
	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAL HAND
♥														
♦														
♣														
♠														
Possible Poker Hands 1. Straight Flush 3. Full House 5. Straight 7. Two Pairs 9. No Pair, less than above 2. Four of a Kind 4. Flush 6. Three of a Kind 8. One Pair														
<small>ISBN# 0-941114-01-0 ©2003 Harley-Davidson Motor Co. talliesheet</small>														

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TALLY SHEET		Poker Run												
RULES FOR PICKING ALL 5 CARDS FROM A SINGLE DECK AT ONE LOCATION 1. You must pick your poker hand one card at a time and lay the cards face up on the table. No duplicate cards can be used. Participant must draw additional card if an identical card is drawn. 2. If allowing participants to play more than one hand, the participant must present the appropriate Poker Hand Tally Sheet to be marked BEFORE each card is drawn. 3. Rules in case of a tie: _____ 4. All decisions by the judges are FINAL!														
Please PRINT Name: _____														
Address: _____														
City/State/Zip: _____														
H.O.G. Number: _____ Phone Number (____) _____														
Chapter: _____														
	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAL HAND
♥														
♦														
♣														
♠														
Possible Poker Hands 1. Straight Flush 3. Full House 5. Straight 7. Two Pairs 9. No Pair, less than above 2. Four of a Kind 4. Flush 6. Three of a Kind 8. One Pair														
<small>ISBN# 0-941114-01-0 ©2003 Harley-Davidson Motor Co. talliesheet</small>														

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ACTIVITIES & EVENTS

POKER RUN VARIATIONS

VARIATION 1

- Use six (6) different colored marbles instead of playing cards.
- Pre-assign a point value to each marble color.
- Place marbles in a bag. Participants draw one marble per stop.
- Person staffing the marble run stop records marble color drawn and stamps entry form.
- The participant with most points at end of Marble Run wins!
- In case of a tie, reassign new values to each marble color and redraw three (3) new marbles.

VARIATION 2

- Roll two (2) dice at each stop instead of picking playing cards.
- Participant gets to choose which of the two dice values to keep.

ACTIVITIES & EVENTS

HOG IN THE PEN

Hog in the Pen is a slow race with a new twist. One person rides a Harley as slowly as possible in order to give a partner, who's standing nearby, enough time to toss toy stuffed hogs (or pigs!) into a pen. Whoever gets the most hogs into the pen before the rider puts a foot down, crosses a lane, or gets to the finish line wins.

SUPPLIES

- A quantity of small stuffed toy hogs (at least 12)
- Three (3) large (plastic) garbage cans with covers (the pen)

SET-UP

- Mark off two lanes. Each lane should be 4 feet wide and 35 feet long (or reuse two of the 50-foot Slow Ride lanes).
- Leave a space of 10 feet between each lane as a safety precaution (if reusing Slow Ride lanes, leave at least one empty lane between riders).
- Assign one (1) judge to each lane.
- Assign a finish-line judge to each lane. The finish-line judge should be able to see both the rider and the tosser in order to tell the tosser when to stop.
- If there are enough participants, run separate heats for each class of bike, as in the Slow Ride. The winners from each of those heats will then run off against one another to determine the overall first-, second- and third place winners.
- In a safe place near the finish line, out of the way of the riders, mark a "tossing line" at least 10 feet from the garbage can. The further away the tossers are from the garbage can, the harder it gets.
- Pile the hogs at the tossing line.
- Assign one (1) person to each garbage can to count/collect/return the hogs.

RULES

- Each participant may compete only as a member of one rider/tosser team, and only as rider or tosser (if there are separate heats).
- Riders line up at the beginning of every other lane. Leave an empty lane between each participant as a safety precaution.
- Start as soon as the signal is given.
- Keep your feet up (rider). If you put your foot down, stop exactly where you are.
- Stay within the lines. If your wheel touches the line, stop.
- Throw only one hog at a time (tossers)
- Stop tossing hogs as soon as the rider puts a foot down or the front tire touches a lane marker or touches the finish line.

ACTIVITIES & EVENTS

HARLEY® HOOPS

Harley® Hoops is a “loopy” event that tests a rider’s motorcycle control and a passenger’s finesse with a foam jousting spear. While the rider keeps a steady pace down the lane, the passenger tries to spear as many Frisbee rings as possible. The team with the most rings (hoops) still on the spear when the rider crosses the finish line wins.

SUPPLIES

- Six (6) Frisbee rings
- Six (6) PVC pipes with slot at top end to hold a Frisbee ring - final height, 4 feet
- Six (6) bases for the PVC pipes
- One (1) 6-foot foam “spear” (a swimming pool toy - check with a pool supply or toy store.) Do not use anything that is not completely soft and pliable. Do not use anything that could present a safety hazard.

SET-UP

- Mark off a white boundary line 50 feet long.
- Set six (6) PVC or plastic pipes in a standing position, 2 feet from the white boundary line (the farther back from the line you set the pipes, the harder it becomes). Slot the top end of the PVC pipe to hold a Frisbee ring. The Frisbee should easily fall off the pipe if touched (you don’t want people getting their spears caught!).
- Set these Frisbee holders 8 feet apart in a single row down the right-hand side of the 50-foot lane on the white lane marker
- Place the Frisbee in the holder so that the Frisbee edge faces the lane and the hole in the Frisbee faces the start/finish lines.

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CHAPTER BUSINESS

Purchasing, incorporation, paying taxes, protecting trademarks, Chapter mailing lists, etc., are not the first things that come to mind when thinking about riding a Harley® motorcycle. The Harley Owners Group has provided programs in order to help you conduct safe, fun, motorcycling activities and to make running the business of the Chapter a little easier.

TRADEMARKS

The use of H.O.G.® logos is one of the benefits H.O.G.® motorcycle club provides local Chapters. Harley-Davidson, H.O.G., local Chapters and sponsoring dealers have all worked hard to maintain a positive image of Harley-Davidson, H.O.G.® and H.O.G.® members. The proper use of Harley-Davidson's logos and trademarks is one way of maintaining that positive image.

The trademarks H.O.G., HOG, Harley Owners Group, Ladies of Harley, LOH and the following H.O.G. logos (the "H.O.G. trademarks") are among the many trademarks of H-D U.S.A., LLC. Trademarks may not be altered in any way and cannot be used in combination with any other words or graphics.



Harley Owners Group®



CHAPTER BUSINESS

TRADEMARKS *(cont'd)*

- H.O.G.[®] trademarks must be used in conjunction with the official Chapter name and only on publications relating to Chapter activities.
- Chapters must receive approval from H.O.G. prior to use of the trademarks for anything except publications.
- T-shirts, pins and all other items are only to be produced by authorized licensees of Harley-Davidson Motor Company and shall likewise be subject to prior approval by H.O.G.
- Use of the H.O.G. trademarks may continue only as long as the *Annual Charter for H.O.G. Chapters* is in effect between H.O.G. and the chartered Chapter, and the Chapter acts in accordance with the Annual Charter and H.O.G. Operating Policies.

NOTE: *H.O.G. may, at its sole discretion, terminate the right to use the H.O.G. trademarks at any time upon thirty (30) days' notice in writing, and the Chapter will immediately terminate all use of the marks when the notice becomes effective.*

CHAPTER BUSINESS

CHAPTER MAILING LISTS

Harley-Davidson Motorcycle Company and The Harley Owners Group® go to great lengths to protect the names and addresses of H.O.G.® members. They do not sell or distribute member lists to third parties. The Chapter membership and mailing lists are the property of Harley-Davidson Motorcycle Company. The lists are also confidential. They should not be used for any purpose not connected with Chapter business without the express written consent of Harley-Davidson Motorcycle Company. If you are ever approached or solicited to provide the Chapter mailing list for any reason other than Chapter business the answer should always be, "No!" This applies to everyone: local businesses, companies, charities, Chapter members, non-Chapter members and other organizations.

Once you provide a Chapter membership list to anyone, you lose control of it. As a Chapter officer, you are trusted to protect and maintain the ownership and confidentiality of the Chapter membership and mailing lists.

OFFICER/SECONDARY CHAPTER MAILING ADDRESS CHANGE FORM

During the course of the year, your Chapter may experience some officer turnover. When a an officer changes or address changes, H.O.G.® needs to have current mailing information on hand. The *Officer/Secondary Chapter Mailing Address Change* form was designed to help you keep H.O.G.® current.

FORM - Officer/Secondary Chapter Mailing Address Change

 OFFICER/SECONDARY CHAPTER MAILING ADDRESS CHANGE FORM Fax to 414-343-4515	
Chapter Name _____ _____	Secondary Chapter Mailing Address <small>Complete only if address is changing</small> <input type="checkbox"/> Address is Director's <input type="checkbox"/> Address is Other Street Address: _____ City: _____ P.O. Box: _____ State: _____ Zip: _____
Chapter Number _ _ _ _ _	
<small>Complete only for the officers who are being added or changed</small>	
Director: _____	HOG #: _____ Home Phone: (____) _____
Assistant Director: _____	HOG #: _____ Home Phone: (____) _____
Treasurer: _____	HOG #: _____ Home Phone: (____) _____
Secretary: _____	HOG #: _____ Home Phone: (____) _____
Activities Officer: _____	HOG #: _____ Home Phone: (____) _____
L.O.H. Officer: _____	HOG #: _____ Home Phone: (____) _____
Road Captain: _____	HOG #: _____ Home Phone: (____) _____
Editor: _____	HOG #: _____ Home Phone: (____) _____
Safety Officer: _____	HOG #: _____ Home Phone: (____) _____
Photographer: _____	HOG #: _____ Home Phone: (____) _____
Historian: _____	HOG #: _____ Home Phone: (____) _____
Membership Officer: _____	HOG #: _____ Home Phone: (____) _____
Webmaster: _____	HOG #: _____ Home Phone: (____) _____
<small>If you have read the Annual Charter for H.O.G. Chapters and agree to operate in accordance with it and the above changes are correct, sign below</small>	
DEALER SIGNATURE: _____	DATE: _____
DIRECTOR SIGNATURE: _____	DATE: _____

[\(click here for blank, full size form\)](#)

CHAPTER BUSINESS

CHAPTER OFFICER SECTION ON *members.hog.com*

The Chapter Officer section allows you to verify National H.O.G.[®] members, update your *H.O.G.[®] Chapter Membership Report*, view *Chapter Officer News*, learn about effective meetings, and download logos, forms and articles for your Chapter newsletter.

To access the Chapter Officer sections, visit members.hog.com and log on. This requires you to create your own log-on ID and password. Once inside the members only section, a "Chapter officer" tab will appear at the top of the screen.

This tab will only appear if you have been reported to H.O.G. as a designated officer on the annual *H.O.G.[®] Chapter Charter Application* or an officer change form. Clicking on the "Chapter officer" tab will take you into this section. Select an option on the left side of the screen and follow the directions. As more functions become available, you will be notified via *Chapter Officer News*.

All officers listed in our system have access to this section. Although all officers can view your Chapter's membership list, only the Membership officer, the primary officers (Director, Assistant Director, Secretary and Treasurer), the sponsoring dealer, and the Chapter Manager have the ability to make changes to the *H.O.G.[®] Chapter Membership Report*.

CHAPTER BUSINESS

DEALER/CHAPTER MERCHANDISE PROGRAM

The most recent merchandise brochure has been sent to sponsoring dealers. This information is also available on [members.hogcom](#). Only your sponsoring dealer or a dealer appointed Chapter officer can place Chapter merchandise orders.

CHAPTER T-SHIRT GUIDELINES

Chapter shirts are one means your Chapter has to develop its own identity and image. All Chapter shirts must meet the minimum guidelines detailed below.

GUIDELINES

- All artwork must be approved by H.O.G.
- The official Chapter name must be included in any custom artwork.
- One of the registered H.O.G.® trademarks must make up at least 25% of each piece of artwork submitted. The registered trademarks are: Eagle/banner, Ladies of Harley, LOH, H-Wheel-G, H.O.G., HOG or Harley Owners Group in script.
- We cannot approve combinations that include both H.O.G.® and Harley-Davidson® logos.

ARTWORK COMBINATIONS

The following combinations are allowed:

- Custom Chapter front with dealer back.
- Custom Chapter front with standard H.O.G. back with chevron.
- Standard H.O.G. front with chevron and custom Chapter back.
- Small left chest H.O.G. or small dealer front and custom Chapter back.
- Standard H.O.G. front with chevron and dealer back.
- Dealer sleeve print

ORDERING PROCEDURES

These ordering procedures should be used when ordering T-shirts:

- T-shirt orders must be placed through the sponsoring dealer.
- The only authorized source for the production of H.O.G.® Chapter shirts is [norscot.com](#).

CHAPTER BUSINESS

CHAPTER INCORPORATION

Incorporation is an option for a H.O.G.[®] Chapter. Meet with your sponsoring dealership to determine if incorporation is desired or right for the Chapter and the dealership. H.O.G. offers a sample incorporation package to assist your incorporator. Please contact H.O.G. for further information.

CHAPTER FINANCES

One of the duties of a Chapter officer is to manage and protect the financial resources entrusted by the membership. In most Chapters, the Director and Treasurer have joint responsibility for safeguarding Chapter assets. This section contains information that will help you carry out your financial responsibilities for the Chapter.

BOOKS AND RECORDS

We all maintain some sort of books and records. It might be a simple maintenance schedule for our Harley-Davidson[®] motorcycle or an elaborate set of double-entry accounting records for a large business.

WHY MAINTAIN RECORDS?

- There is an obligation to document how the Chapter money was spent.
- There is a responsibility to the sponsoring dealer to account for all Chapter funds.
- There is a legal requirement to maintain financial records for Federal, state and local revenue offices

WHAT KIND OF RECORDS SHOULD WE KEEP?

- Records that clearly identify the kind, source and amount of all funds received by the Chapter.
- Records that clearly identify how Chapter funds were spent.
- Records can be either manual or computerized.

HOW LONG SHOULD WE KEEP OUR RECORDS?

- For liability purposes, financial records should be kept for a period of seven years.
- Chapter records shall be maintained at the sponsoring dealership.

NOTE: All records and documents pertaining to Chapter finances belong to the sponsoring dealership and must be handled in a way that insures they will be available to future Chapter officers.

CHAPTER BUSINESS

CHAPTER FINANCES *(cont'd)*

BOOKS AND RECORDS *(cont'd)*

FINANCIAL PREVENTIVE MAINTENANCE

Consider one or more of the following internal controls:

- Require two signatures on each check written from Chapter funds.
- Have the bank statements mailed to someone other than the person responsible for making deposits and writing checks. For example, the statements could be mailed to the Director, who would review the statement and then pass it on to the Treasurer for reconciling the Chapter financial records to the bank statement.
- On a regular basis, review Chapter finances during an officer's meeting. This keeps everyone informed as to where the money is coming from, how it's being spent and the amount on hand.
- Conduct an audit of Chapter finances on a random basis, at least every two to three years. The goal of such an audit is simply to prove the accuracy of Chapter financial records. Remember, financial preventive maintenance is never a matter of trust . . . it's just good business. We want it to be effective enough to do the job, yet simple enough to not cause bottlenecks in the conduct of Chapter business.

INCOME, EXPENSES AND TAXES

It is beyond the scope of any single document to list all possible items of income and expense that your Chapter might encounter. For proper reporting guidance, seek the advice of the sponsoring dealership in conjunction with a Certified Public Accountant or a Public Accountant. In addition, the Internal Revenue Service and State Tax Offices provide free help to taxpayers.

CHAPTER BUSINESS

CHARITIES

There is no requirement that a H.O.G.[®] Chapter have any involvement in charities. If a Chapter does opt to participate in charitable activities, some specific techniques will go a long way to making the procedure go much more smoothly.

Make sure you are working with a legitimate organization.

A recognized charity will either be a governmental entity (volunteer fire department, search and rescue squad, etc.), part of a national organization such as MDA, American Cancer Society, etc., or be able to show that they have been recognized by the Internal Revenue Service as a 501(C)(3) organization.

Share the responsibilities.

The charity should be willing to do more than simply say "Mail us the check." The charity might provide volunteers, supplies and equipment for the event. Representatives from the charity should be on location to handle the funds.

Avoid tax issues.

Utilize the *Letter of Agreement* to transfer all accounting and tax responsibilities to the charity. Never deposit the funds into the Chapter bank account. Once you do that, the character of the money changes from a charitable fund raiser to that of Chapter taxable income.

Do adequate follow-up. Make sure all the event expenses get paid prior to donation. Did the charity properly thank the Chapter? Most important of all, did the event support the "Ride and Have Fun" goals of the Chapter?

CHAPTER BUSINESS

CHARITIES *(cont'd)*

FREQUENTLY ASKED QUESTIONS

"Our Chapter would like to do a fundraiser. We plan on depositing the proceeds into our Chapter bank account, pay the expenses and then write a check to the charity. Is this a good idea?"

Answer: No. The problem is that in the eyes of the federal and state government, once you deposit that money into your Chapter bank account, it "belongs" to the Chapter and represents taxable income. Again, the best practice is to have the charity handle all funds in accordance with the *Letter of Agreement*.

"We usually select one charity to support during the entire year. We do several fundraising events during the year. It isn't practical to have the charity be present at every one of them. How can we do this and still avoid tax problems?"

Answer: Visit with the charity and let them know what your potential issues are. In many instances, the charity will open a bank account in their name and appoint a member of the chapter as their "representative" on that account. The monies generated from fundraisers are simply deposited to that account, appropriate expenses are paid from the account and the remaining balance reverts to the charity at the end of the year.

"We keep hearing that we should avoid depositing the "charitable" funds into the Chapter bank account. Specifically, what is the problems with this? As an example, what if a Chapter brings in \$1,000 during the year, spends that entire \$1,000 on legitimate Chapter expenses, then raises another \$1,500 for charity, deposits it into the Chapter bank account and immediately writes a \$1,500 check to give it all to charity. Seems like it's all a wash. What's the issue?"

Answer: Great question.

Here is how the tax authorities look at the whole situation.

Chapter Income from Operations	\$ 1,000
Add: Charitable Funds Deposited:	\$ 1,500
Equals - Gross Income:	\$ 2,500
Less - Chapter Expenses:	(\$ 1,000)
Equals - Taxable Income	\$ 1,500
Deduction for Charity*	(\$ 150)
Equals - Final Taxable Income	\$1,350
Federal Income Tax - 15%	\$ 202.50

**Deduction for charitable donations limited to 10% of taxable income as computed before any deductions for charitable contributions.*

As can be seen, in the above example, we have a Chapter that owes \$202.50 in federal income tax, even though their bank account has been brought to a zero balance through a \$1,500 donation to charity.

"How do we handle something simple, such as taking a collection for a needy local family or an injured Chapter member?"

Answer: Do the old "pass the hat" number and simply give the cash to the intended recipient. There are no tax issues involved.

NOTE: In summary, involvement in charitable endeavors is a chapter decision, carrying with it the need to seriously consider the impact on members, finances and most of all... our goal to "Ride and Have Fun."

CHAPTER BUSINESS

CHARITIES *(cont'd)*

LETTER OF AGREEMENT

The *Letter of Agreement* is a guideline the Chapter can use when conducting a charity fund-raising activity. Using this letter will help to ensure that all parties involved are aware of and agree to their given financial and insurance responsibilities. It may not be possible to obtain agreement on all of the points contained in the letter. Your concern should be that all points are covered, and if you cannot obtain an agreement satisfactory to you on the points recited, find another charity to work with. Reduce the agreement that you reach with the charity to writing and have it signed. Be sure to keep one copy and give one copy to the charity's representative.

FORM - Letter of Agreement

Letter of Agreement
(Charitable Endeavors ONLY)

THIS AGREEMENT MADE AND ENTERED BETWEEN:

_____ (H.O.G.® Chapter Name, Number and Address)
hereinafter, the "Chapter," and

_____ (Name of Charity and Address)
hereinafter, the "Charity."

WHEREAS:

Chapter wishes to engage in fund raising activity (the "Event") for and on behalf of Charity, and
Charity desires that Chapter undertake the Event for and on behalf of Charity.

IT IS AGREED THAT:

Chapter will undertake the following described Event:

The Event will occur on the following dates:

Any use of trademarks, trade names and logos (the "Marks") of Harley-Davidson Motor Company and H.O.G. in connection with the Event are subject to the prior approval of H.O.G., which approval, if granted at the sole discretion of H.O.G., shall constitute a limited license to use the Marks solely in connection with the promotion and conduct of the Event.

The receipts generated by the Event shall be the sole property of the Charity.

The duties and responsibilities of the Chapter in connection with the conduct of the Event shall be:

The duties and responsibilities of the Charity in connection with the Event shall include:

1. All accounting, banking and related financial responsibilities relating to the Event.
2. Compliance with any and all revenue reporting requirements, to include timely preparation and filing of sales, use and income tax returns.
3. Timely payment of any and all sales, use and income taxes.
4. Procuring all licenses and permits required to lawfully conduct the Event.
5. Payment of all reasonable and necessary expenses incurred in connection with promoting and conducting the Event.
6. Procuring liability insurance on the Event in minimum aggregate limits of One Million (\$1,000,000) Dollars, which policy of liability insurance shall list Chapter as an Additional Insured. Charity shall provide Chapter with evidence of insurance and Chapter's insured status prior to the Event.

FOR THE CHAPTER:

_____ (Signature and Title) _____ (Date)

FOR THE CHARITY:

_____ (Signature and Title) _____ (Date)

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[\[click here for blank, full size form\]](#)

CHAPTER BUSINESS

RAFFLES, PRIZES AND POKER RUNS

In most states, poker runs, raffles, and door prizes are considered gaming and strongly regulated by state law. Be aware that conducting gaming illegally can result in criminal and/or civil liabilities. If your Chapter decides to do these types of fund raisers, you need to be aware of the following information.

BEFORE YOU CONDUCT ANY GAMING ACTIVITY

- Know and understand your state and local laws.
- Comply with your state and local laws.
- Print a disclaimer on the raffle ticket stating that all federal, state and local taxes are the responsibility of the winner, and designate the location where winners should pick up their prize

IRS REPORTING REQUIREMENTS

Under certain circumstances, Information Returns are required by the Internal Revenue Service to report non-wage payments made by a business.

Payments made to a local band and prizes and are a few of the nonwage payments a Chapter may need to report. There are two forms to be particularly aware of - form *1099-MISC* and form *W-2G*.

FORM - W9

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0015		Miscellaneous Income
PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.		1 Rents \$	2013 Form 1099-MISC	
		2 Royalties \$	3 Other income \$	4 Federal income tax withheld \$
PAYER'S country code	5 If checked, branch reporting elected <input type="checkbox"/>	6 Fishing boat proceeds \$	7 Nonemployee compensation \$	8 Medical and health care payments \$
PAYER'S federal identification number	RECIPIENT'S identification number	9 Payer made direct sale of \$5,000 or more of consumer products to a buyer (checked for resale) <input type="checkbox"/>	10 Crop insurance proceeds \$	11 Substantive payments in lieu of dividends or stockred
RECIPIENT'S name	Street address (including apt. no.)	11 Foreign tax paid \$	12 Foreign country or U.S. possession \$	13 Excess golden parachute payments \$
City or town, province or state, country, and ZIP or foreign postal code	Account number (see instructions)	13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$	15 State income \$
15a Section 409A deferrals \$	15b Section 409A income \$	16 State tax withheld \$	17 State/Payer's state no.	18 State income \$
Form 1099-MISC		www.irs.gov/form1099misc		Department of the Treasury - Internal Revenue Service

[\(click here for sample, full size form\)](#)

FORM - W-2G

3232 <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED		OMB No. 1545-0026		2012 Form W-2G Certain Gambling Winings
PAYER'S name		1 Gross winnings	2 Federal income tax withheld	
Street address		3 Type of wage	4 Date won	File with Form 1096 Copy A For Internal Revenue Service Center
City, state, and ZIP code		5 Transaction	6 Place	
Federal identification number Telephone number		7 Winnings from identical wages	8 Casino	Signature _____ Date _____ Form W-2G Cat. No. 10138V Department of the Treasury - Internal Revenue Service
WINNER'S name		9 Winner's taxpayer identification no.	10 Winnow	
Street address (including apt. no.)		11 First I.D.	12 Second I.D.	
City, state, and ZIP code		13 State/Payer's state identification no.	14 State income tax withheld	

[\(click here for sample, full size form\)](#)

CHAPTER BUSINESS

RAFFLES, PRIZES AND POKER RUNS *(cont'd)*

IRS REPORTING REQUIREMENTS *(cont'd)*

WHEN TO FILE A FORM 1099-MISC

- When payments to an individual for rents or services total \$600 or more. For example, a Chapter member receives a \$700 door prize (a service), a couple is paid \$600 by the Chapter for use of their summer cabin (rent), or a band is paid \$650 to play at the annual Christmas Party (service). Payment to corporations and payments for merchandise do not require a form 1099.
- When payments to an individual for rents or services total \$600 or more *during a calendar year*. For example, a Chapter member receives a \$300 door prize in September, and a \$400 door prize the following January. A form 1099 is NOT required, since the payments didn't occur in the same calendar year.
- Chapter member receives a \$300 door prize (service) in September, and is paid \$300 for use of his/her truck (rent) in October of the same year. A form 1099 is NOT required since neither category - rents or services - totals \$600 or more.

TO FILE A FORM 1099-MISC, YOU NEED:

- The amount paid.
- The recipient's name and address.
- The recipient's Social Security Number - use a *W-9* to request a person's SSN.

NOTE: *If the Chapter is raffling off a prize (cash or merchandise) with a value of \$5,000 or more, there are some potentially expensive tax ramifications for the unwary. Contact your H.O.G.® Manager for assistance and information well in advance of the raffle.*

CHAPTER BUSINESS

TAX STATUS

H.O.G.® Chapters are part of the sponsoring dealership, which is a for-profit business entity. As a result of the enactment of the *Tax Payer's Bill of Rights Act of 1996*, tax exempt status (charity) is not available to H.O.G. Chapters. Chapters should be seeking the advice of a Certified Public Accountant or Public Accountant as to tax filing requirements, whether or not incorporated.

CHAPTER INSURANCE PROGRAM

The Harley Owners Group provides comprehensive event and activity insurance coverage on closed member events without charge to H.O.G. Chapters. H.O.G. pays for the basic insurance coverage, which automatically covers any closed event or activity. Explanations of each form included in the *Chapter Insurance Program* follow, along with a completed sample. You can also link to the blank insurance forms needed to implement the program for your Chapter.

FORMS

FORM - Chapter General Liability and Event Insurance

This form provides a general explanation of who and what is covered and the policy limits.

**CHAPTER GENERAL LIABILITY
&
EVENT INSURANCE**

Who does this policy protect? Harley-Davidson Motor Company, Inc.
Harley Owners Group (H.O.G.)
H.O.G. Sponsoring Dealers
Chartered H.O.G. Chapters, their Directors, Officers and
Volunteers while acting in their official capacity on behalf of the
Chapter

What is covered? See "Schedule of Pre-Approved Chapter Activities" in the most
current Chapter Handbook and applicable updates.

What coverage does this policy furnish?

- **Legal representation** in the event suit is brought against you for bodily injury to another individual or physical damage to their property.
- **Will pay for bodily injury and/or property damage** settlements if it is determined you are obligated to do so and you were acting on behalf of the Chapter in your official capacity as a H.O.G. Chapter Director, Officer or Volunteer.
- **Definitions of other policy coverage(s):**
Products and completed operations coverage provides you with protection in the event a product causes bodily injury to a member of the public or property damage to their legal property.
Personal and Advertising injury provides you with protection in the event a suit is brought against you for an offense (slander, libel, etc.) committed in the course of advertising, publishing, broadcasting or telecasting done by or for you while acting in your official capacity. All publications, advertising, broadcasts or telecasts must be pre-approved by the sponsoring dealer.
Property damage coverage provides you with protection in the event of fire, wind or other casualty damage occurring at your meeting or event site.

Policy Limits:

\$1,000,000	per occurrence per event, 5 million aggregate per insured event
\$1,000,000	products and completed operations
\$1,000,000	aggregate
\$ 300,000	personal and advertising injury**
\$ 300,000	premises damage

Cost to Chapter: \$100 per additional insured.

IMPORTANT NOTE: Please see "Schedule of Pre-Approved Chapter Activities" in the most current Chapter Handbook and applicable updates. If your planned activity is not on this list and/or you require coverage for an additional insured you must submit the completed application, to include "event description, event flyers, and any event facility contracts" for underwriter approval **six weeks in advance of event date.**

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[\(click here for blank, full size form\)](#)

CHAPTER BUSINESS

CHAPTER INSURANCE PROGRAM *(cont'd)*

FORM - Chapter General Liability Insurance Program

This form contains an explanation of how to obtain additional insurance when needed, and a list of activities that are specifically not covered (excluded) in the basic policy.



Chapter General Liability Insurance Program



TIER I: Approved Activities

If the activity is a Closed or H.O.G. Member event and is listed on the "Schedule of Pre-Approved Chapter Activities" or in the "Activities & Events" section (section E) of the most current Chapter Handbook you do not need to submit any additional applications unless you require coverage for an additional insured.

Additional Insured(s): Complete "Additional Insureds" application and submit to the address on the form at least 6 weeks prior to the event.

Closed Event: A member of your local chapter and one guest per member.

H.O.G. Member Event: National H.O.G. members only. Members may not bring guests.

TIER II: Non-Approved or Open Activities

Approval of your activity is subject to underwriting by the insurance company. You are required to complete an "Application for Non-Approved or Open Activities" and submit it to the address on the form at least 6 weeks prior to the event if the activity you are planning is:

- not listed on the "Schedule of Pre-Approved Chapter Activities" or in the "Activities & Events" section (section E) of the most current Chapter Handbook or
- a rally or open event
- a concert or other form of entertainment or
- a combination car/bike show.

Open Event: An event open to the general public or an event where the number of non-chapter guests is more than chapter members. **An open event is not automatically covered even if it is listed on the "Schedule of Pre-Approved Chapter Activities"**. Fill out an "Application for Non-Approved or Open Activities".

EXCLUSIONS

The activities listed below are excluded from coverage under the H.O.G.[®] chapter general liability insurance policy. The chapter does NOT have insured coverage for those activities and the chapter may not conduct these activities without the appropriate insurance coverage. If you wish to conduct an activity listed in "Exclusions", contact your Regional Manager.

Tug of War	Carnival Rides	Go Karts	Wheelchair/Stroller Rentals
Velcro Walls	Dunk Tanks	BB or AirGun Games	Overnight Camping
Furnishing Liquor	Fireworks	Dyno Test	Inflatables (i.e. Moon Walks, Bounce House, Slides, etc.)
Combination riding activities with automobiles	Road Clean-up		

Prohibited Activities

The following activities have been deemed inappropriate by Harley Owners Group. They are, therefore, both excluded from coverage and prohibited as chapter events.

Sled Pull	24 hour Rides	Speed Competition	Bungee Jumping
Body Piercing	Tattooing	Water Activities (i.e. Boating, Skiing, Swimming, etc.)	

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Is your event Insured?

Click here for a comprehensive description of the H.O.G.[®] Insurance process with Checklist.

[\[click here for blank, full size form\]](#)

CHAPTER BUSINESS

CHAPTER INSURANCE PROGRAM *(cont'd)*

FORM - Schedule of Pre-Approved Chapter Activities

This form is a list of activities automatically covered under the policy.



"Schedule of Pre-Approved Chapter Activities"
HARLEY OWNERS GROUP
Effective 11/01/08



NOTE: Insurance coverage is limited to **CLOSED EVENTS** and **H.O.G. MEMBER EVENTS** only. **OPEN EVENTS ARE NOT AUTOMATICALLY COVERED.** (Refer to the, "Annual Charter for H.O.G. Chapters", Article XVI, 5). Refer to "**Chapter General Liability and Insurance Program, Tier II**", for information on applying for non-approved or open activity coverage.

Auctions	(Auction activity is covered. Items auctioned are not covered.)
Bike Blessings	
Bike Shows	(displays, ride in shows)
Bike Wash	
Bingo	(traditional)
Carnival Games	(See " Exclusions ", " Chapter General Liability Insurance Program ".)
Chapter Meetings	(officer meetings, general membership meetings, business meetings)
Chapter Rides	(rides which are determined in advance by the Chapter to be a Chapter ride with a defined beginning and ending point, including dinner rides, scheduled meeting rides, organized rides before and after meetings which are generally available to all chapter members)
Charity Rides	(chapter organized rides which are NOT open to the general public, such as a pledge ride, expressly for the purpose of raising charitable funds)
Children's Activities	(non-motorized children's activities such as arts and crafts, bicycle demos, children's games)
Craft Shows	(finished products)
Drill Teams	(organized slow-speed precision group riding with regular practice sessions and demonstrations)
Field Events	(as defined in current H.O.G. Chapter Handbook)
Flea Markets	
Food Fund Raisers	(chili cook-off, bake sales, pot luck dinners, pancake breakfasts)
New Chapter Member Rides	(orientation to new chapter members of chapter's group riding policies)
Observation & Scavenger Rides	(chapter organized rides with a specified beginning and ending time)
Picnics	
Poker/Dice Runs	(chapter organized rides with a specified beginning and ending time)
Rider Safety Courses	(only MSF approved riding courses/seminars scheduled by the chapter and taught by an MSF certified instructor, such as the experienced rider course)
Seminars	
Social Gatherings	(such as dances, holiday parties, receptions)
Sports	(non-motorized, non-contact sports in conjunction with chapter events)

IMPORTANT NOTE: See also, **Excluded Activities**, listed in "**Chapter General Liability Insurance Program**". Excluded Activities are not covered.

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CHAPTER BUSINESS

CHAPTER INSURANCE PROGRAM *(cont'd)*

FORM - Application for Non-Approved Activities and/or Open Events

Use this form if a Chapter activity is not listed on the *Schedule of Pre-Approved Chapter Activities* or if you are planning an open event (an event open to the general public).

- This application must arrive in the Harley-Davidson® Insurance office no later than six weeks prior to the event.
- Attach your event promotional literature to your application.
- See "Event Production Policy" on page, 14 and 15 in the Activities & Events section.



**Chapter Application
for
Non-Approved or Open Activities**
Form must be fully completed to be considered.
**MAIL OR FAX COMPLETED FORM
6 WEEKS PRIOR TO EVENT**
to
Harley-Davidson Insurance
222 W. Adams, Suite 2000
Chicago, IL 60606-5312
FAX: 312-368-9548 Phone: 888-690-5600



What to Do: 1) Fill out the form completely. All information must be provided. 2) Mail or fax the completed form to the address above. 3) Include any promotional flyers. 4) If you have question please contact Harley-Davidson Insurance at the number above. (*Excluded activities are not eligible for coverage.*)

Today's Date: _____

Chapter Name: _____ Chapter Number: _____

Contact Name: _____

Mailing Address: _____

Officer Position/Title: _____

Fax: _____ Phone/Day: _____ Phone/Evening: _____

E-mail Address: _____

Activity/Event Date(s): _____ Scheduled Hours: _____
Anticipated
Final Destination: _____ Total Attendance: _____

Anticipated Number of Your Local Chapter Members Attending: _____

Anticipated Number of Members from other H.O.G. Chapters Attending: _____

Will there be food provided? Yes No

Please list non-approved activities and/or open events:

1) _____ 2) _____
3) _____ 4) _____

Does this activity involve an element of speed? Yes No

Are passengers allowed, or required, to participate with the rider? Yes No

Number of miles (if applicable): _____

Detailed Description: Give a precise description of the activity/event. If a bike game, include details such as diagrams, rules, safety precautions. Attach promotional flyers and lists of activities. Provide this information for each non-approved activity you are proposing. Attach additional sheets as necessary.

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Cancellation of Open Events

- Harley Davidson Insurance must be notified of an open event cancellation within five (5) business days following the scheduled date of the open event to avoid payment of the insurance premium for the event.

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CHAPTER BUSINESS

CHAPTER INSURANCE PROGRAM *(cont'd)*

FORM - Additional Insured(s)

Use this form if a Chapter event is listed on the *Schedule of Pre-Approved Chapter Activities* and you require coverage for additional insureds. An example of an additional insured is the facility owner at the location a Chapter is holding an event. The facility owner may request to be added to your policy as an additional insured. Chapters will be charged \$100 for each additional insured. Please attach a copy of any contracts to the application.

- This application must arrive in the Harley-Davidson® Insurance office no later than six weeks prior to the event.




Additional Insureds
Form must be fully completed to be considered.
MAIL OR FAX COMPLETED FORM
6 WEEKS PRIOR TO EVENT
to
Harley-Davidson Insurance
222 W. Adams, Suite 2000
Chicago, IL 60605-5312
FAX: 312-368-9548 Phone: 888-690-5600

Chapter Name: _____ Chapter Number: _____
 Contact Name/Officer Position: _____
 Contact Address: _____
 Fax: _____ Phone/Day: _____ Phone/Evening: _____
 E-mail Address: _____

Part 1. Additional Insured(s) (AI) - \$100 additional premium per additional insured. Attach a copy of any contracts held with each additional insured.

AI Name	AI Address	Reason for Requesting Coverage

TOTAL AMOUNT DUE \$ _____
*DO NOT INCLUDE payment with this application.
 You will be billed by Harley-Davidson Insurance for the amount due.*

IT IS UNDERSTOOD AND AGREED THAT NO INSURANCE IS IN EFFECT UNTIL THIS APPLICATION IS ACCEPTED BY THE COMPANY OR COMPANIES IN WRITING.

Signature of Authorized Chapter Representative _____ Title _____ Date _____

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NOTE: Vendors cannot be added as additional insured with regard to Chapter events. If you wish to allow a vendor to participate, that vendor must carry a minimum \$1,000,000 liability insurance coverage and name Harley-Davidson Motor Co. Inc, H.O.G., your H.O.G.® Chapter and your sponsoring dealer as additional insureds. If the vendor cannot or will not comply with this stipulation, do not allow them to participate.

[\[click here for blank, full size form\]](#)

CHAPTER BUSINESS

CHAPTER INSURANCE PROGRAM (cont'd)

FORM - Chapter Membership Enrollment Form and Release

This release form must be signed by each Chapter member on an annual basis (January 1). Each new member must sign the Chapter enrollment/release when they join the Chapter and on an annual basis (January 1) thereafter.

The law treats minors differently than adults. Adults may sign an annual release form as contained in the *Chapter Membership Enrollment Form and Release*, only for themselves, not for their minor children. A minor who is a Chapter member must still have a parent or legal guardian sign the *Chapter Event Release Form for Minors* at each motorcycle-related activity the minor attends.

Depending upon the minor's age (12 or older) the minor may also be required to sign the *Minor's Assumption of Risk* form at each motorcycle-related activity the minor attends. Please reference the individual explanations of minor releases later in this section.

CHAPTER MEMBERSHIP
ENROLLMENT FORM AND RELEASE

CHAPTER NAME _____
MEMBER NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
E-MAIL ADDRESS _____
PHONE NUMBER _____ MEMBER NAT'L H.O.G. NUMBER _____
EXPIRATION DATE OF NATIONAL H.O.G. MEMBERSHIP _____

I have read the Annual Charter for H.O.G. Chapters and hereby agree to abide by it as a member of this dealer sponsored chapter.

I recognize that while this Chapter is chartered with H.O.G., it remains a separate, independent entity solely responsible for its actions.

- THIS IS A RELEASE, READ BEFORE SIGNING -

I agree that the Sponsoring Dealer, Harley Owners Group (H.O.G.), Harley-Davidson, Inc., Harley-Davidson Motor Company, my Chapter and their respective officers, directors, employees and agents (hereinafter, the "RELEASED PARTIES") shall not be liable or responsible for injury to me (including paralysis or death) or damage to my property occurring during any H.O.G. or H.O.G. chapter activities and resulting from acts or omissions occurring during the performance of the duties of the Released Parties, even where the damage or injury is caused by negligence (except willful neglect). I understand and agree that all H.O.G. members and their guests participate voluntarily and at their own risk in all H.O.G. activities and I assume all risks of injury and damage arising out of the conduct of such activities. I release and hold the "RELEASED PARTIES" harmless from any injury or loss to my person or property which may result from my participation in H.O.G. activities and EVENT(S). I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE THE "RELEASED PARTIES" FOR ANY INJURY OR RESULTING DAMAGE TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID EVENT(S).

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this Release and Indemnification Agreement including, but not limited to, Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "RELEASED PARTIES".

MEMBER SIGNATURE _____ DATE _____
LOCAL DUES PAID \$ _____ DATE _____
(Dues not to exceed maximum amount prescribed in, "Annual Charter for H.O.G. Chapters", as contained in the H.O.G. Chapter Handbook.)

RETURN THIS FORM TO YOUR CHAPTER

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The placement size and content of the Release language on the Chapter Membership Enrollment Form and Release may not be altered in any way.

The Chapter's mailing address may be used in place of the phrase: "RETURN THIS FORM TO YOUR CHAPTER" at the bottom of the form. For example, "Return this form to: ABC Chapter, 1000 Harley Way, Fat Boy City, WI 53002." If you have any questions, contact your Regional Manager or one of the Regional Coordinators. (See "A Form with Function" on page 8 in the H.O.G.® Membership section)

CHAPTER BUSINESS

CHAPTER INSURANCE PROGRAM (cont'd)

FORM - Chapter Event Release Form for Adults

This release form must be signed by all adult participants in any Chapter road or field event if the individual, 1) is not a member of the local Chapter hosting the event, 2) is a member of the host Chapter but has not signed the *Chapter Member Enrollment Form and Release* for the year in which the event occurs, or 3) if you're unsure whether someone must sign a release or not. **WHEN IN DOUBT GET A RELEASE FORM SIGNED!**

CHAPTER EVENT RELEASE FORM
FOR ADULTS

Name of EVENT(S) _____ Date _____
Location _____

The undersigned (on my own behalf and on behalf of my heirs, personal representatives, successors and assigns), for and in consideration of the opportunity to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") releases and holds harmless the "**RELEASED PARTIES**" from any and all claims and demands, rights and causes of action of any kind whatsoever which I now have or later may have against the "**RELEASED PARTIES**" in any way resulting from, arising out of, or in connection with the performance of their chapter duties and my participation in any said **EVENT(S)**.

This Release extends to any and all claims I have or later may have against the "**RELEASED PARTIES**" resulting from or arising out of their performance of their chapter duties whether or not such claims result from negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" with respect to the **EVENT(S)** or with respect to the conditions, qualifications, instructions, rules or procedures under which the **EVENT(S)** are conducted or from any other cause. I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE "**RELEASED PARTIES**" FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING THE EVENTS.

I am experienced in and familiar with the operation of motorcycles and fully understand the risks and dangers inherent in motorcycling. I am voluntarily participating in the **EVENT(S)** and I expressly agree to assume the entire risk of any accidents or personal injury, including death, which I might sustain to my person and property as a result of my participation in the events, and any negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" in performing their chapter duties.

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this release and Indemnification Agreement, including but not limited to Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing this release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "**RELEASED PARTIES**."

THIS IS A RELEASE – READ BEFORE SIGNING

- Rider -	- Passenger -
Signature _____	Signature _____
Print Name _____	Print Name _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Date _____	Date _____

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NOTE: Failure to provide a release signed by the injured party may void coverage. Use of release forms is a prudent measure in managing your risk. all release forms must be kept on file for seven years from date of signature.

[\[click here for blank, full size form\]](#)

CHAPTER BUSINESS

CHAPTER INSURANCE PROGRAM (cont'd)

FORM - Chapter Event Release Form for Minors

This release form must be signed by a minor's parent or guardian whenever a minor participates in any Chapter event other than a Chapter meeting, even if the minor is a member of the Chapter. If the minor is aged 12 or above, the minor must also sign the *Minor's Assumption of Risk Acknowledgment*. Both forms are to be signed at the same time and kept together as separate pages of one document.

Chapter Name: _____ Date: _____

Event Name/Location: _____

CHAPTER EVENT RELEASE FORM FOR MINORS

In consideration of my minor child ("the **Minor**") being permitted to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") I agree as follows:

1. I know the nature of the **EVENT(S)** and the **Minor's** experience and capabilities, and believe the Minor to be qualified to participate, in the **EVENT(S)** or enter into restricted areas where the **EVENT(S)** are conducted. IF I OR THE **MINOR** BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE **MINOR** TO IMMEDIATELY CEASE OR REFUSE TO PARTICIPATE FURTHER IN THE **EVENT(S)** AND/OR LEAVE THE RESTRICTED AREA.

2. I FULLY UNDERSTAND and will instruct the **Minor** that: (a) THE ACTIVITIES OF THE **EVENT(S)** MAY BE DANGEROUS and participation in the **EVENT(S)** and/or entry into Restricted Areas may involve RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by the **Minor's** own actions or inactions, the actions or inactions of others participating in the **EVENT(S)**, the rules of the **EVENT(S)**, the condition and layout of the premises and equipment, or THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their chapter duties ; (c) there may be OTHER RISKS NOT KNOWN TO ME or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risks COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE **MINOR'S** FUTURE.

3. I consent to the **Minor's** participation in the **EVENT(S)** and/or entry into restricted areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" IN PERFORMING THEIR CHAPTER DUTIES.

4. I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the "**RELEASED PARTIES**" sponsors, advertisers, owners and lessors of the premises used to conduct the **EVENT(S)**, FROM ALL LIABILITY TO ME, THE **MINOR**, my and the minor's personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY, including, but not limited to, death or damage to property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their chapter duties.

5. If, despite, this release, I, the **Minor** or anyone on the **Minor's** behalf makes a claim against any of the "**RELEASED PARTIES**" named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE "**RELEASED PARTIES**" and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE "**RELEASED PARTIES**" NAMED ABOVE, ASSERTING NEGLIGENCE ON THE PART OF THE "**RELEASED PARTIES**" in performing their chapter duties.

6. I sign this agreement on my own behalf and on behalf of the **Minor**.

I HAVE READ THIS PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE **MINOR** WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE "**RELEASED PARTIES**" FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

Child's Name (printed) _____

Signature of Parent or Guardian

Printed Name of Parent or Guardian

CHAPTER BUSINESS

CHAPTER INSURANCE PROGRAM *(cont'd)*

FORM - Minor's Assumption of Risk Acknowledgment

A minor, aged 12 or above, must sign this form when participating in any Chapter event other than a chapter meeting. The parent or guardian must also sign the *Chapter Event Release Form for Minors*. Keep both forms together as separate pages of one document.

MINOR'S ASSUMPTION OF RISK ACKNOWLEDGMENT

NAME OF EVENT _____ DATE _____

LOCATION _____

I have obtained my parent's consent to participate in the **ACTIVITIES** conducted over the course of the above **EVENT(S)** and/or enter into restricted areas. I understand that I am assuming all of the risks of personal injury which might occur during the **EVENT ACTIVITIES** and I state the following:

1. Both my parents and I believe I am qualified to participate in the **EVENT ACTIVITIES** and/or enter into restricted areas established in connection with the **EVENT ACTIVITIES**. I will inspect the area and equipment and if, at any time, I feel anything to be unsafe, I will immediately leave and refuse to participate further in the **EVENT ACTIVITIES**.
2. I understand that the **EVENT ACTIVITIES** MAY BE VERY DANGEROUS AND INVOLVE RISKS AND DANGERS OF MY BEING SERIOUSLY INJURED OR HURT, MY BEING PARALYZED OR KILLED.
3. I know that these risks and dangers may be caused by my own actions or inaction, the action or inaction of others participating in the **EVENT ACTIVITIES**, the rules of the **EVENT ACTIVITIES**, the condition and layout of the premises and equipment, or the negligence of others, including those persons responsible for conducting the **EVENT ACTIVITIES**.

I HAVE READ THE ABOVE ASSUMPTION OF RISK ACKNOWLEDGMENT, UNDERSTAND WHAT I HAVE READ, AND SIGN IT VOLUNTARILY.

SIGNATURE OF MINOR PARTICIPANT

DATE

PRINTED NAME OF MINOR PARTICIPANT

AGE

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NOTE: Every H.O.G.[®] Chapter that publishes photographic material in any format, including print or internet publication, shall be solely responsible for obtaining the proper permissions and licenses. Harley-Davidson shall not be liable for or offer indemnity for any H.O.G. Chapter's publication of any photograph or image without the proper permissions or licenses. Harley-Davidson discourages H.O.G. Chapters from publishing any photographs of minor children, even with permission from a parent or guardian. Before publishing any photographs, the H.O.G. Chapter should discuss the risks and applicable state law with the Chapter's sponsoring dealer.

[\[click here for blank, full size form\]](#)

CHAPTER BUSINESS

CHAPTER INSURANCE PROGRAM *(cont'd)*

FORM - Injury Report Form

Use the most recent edition of the form as found in this handbook if an injury occurs at a Chapter event, especially injuries occurring as a result of motorcycling.

If an injury occurs:

- Call the emergency services.
- Report only the facts and make no judgments as to fault.
- Take pictures, if possible.
- Call Harley-Davidson® Insurance (HDI) at 888-690-5600.
- Get a copy of the *Accident/Incident Report*.
- Use the *Injury Report* form in the *Chapter Handbook*.
- Submit the *Injury Report* form and any other forms and information requested by HDI to the address indicated on the form.
- Submit a copy of the injured party's *Release Form*.

Injury Report Form
MAIL OR FAX COMPLETED FORM
to
Harley-Davidson Insurance
222 W. Adams Street, Suite 2000
Chicago, IL 60606
FAX: 312-368-9548 Phone: 888-690-5600

Chapter Name: _____ Chapter Number: _____
Reporting Chapter Officer Name: _____ Home Ph: _____
Mailing Address: _____ Work Ph: _____
_____ Best time to call: _____
Email Address: _____
Chapter Insurance Certificate #: _____ Date of Injury: _____
Place of Injury: _____
Name, addresses, ages of person(s) Injured: _____

Names, addresses, telephone numbers of persons who saw incident. Attach extra sheets if necessary.

When, where, how injury occurred. Attach a separate sheet if necessary. _____

Type of Injury: Check appropriate Boxes.

Fatal	Head	Neck	Back/Spine	Arms	Legs	Internal Injuries	Amputation	Other

Name, address, phone number of person(s) having pictures of accident scene: _____

Name, address, phone number of responding police department and complaint #: _____

ATTACH A PHOTOCOPY OF EACH INJURED PERSON'S SIGNED RELEASE FORM (REQUIRED). ATTACH THE POLICE REPORT IF AVAILABLE. ONLY POLICE SHOULD TAKE WITNESS REPORTS.

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CHAPTER BUSINESS

CONDITION OF COVERAGE

RELEASES

In order to be covered by the Harley Owners Group® Chapter Insurance Program, you must obtain signed releases from all event participants.

INSURANCE CONDITION ONE: COLLECT RELEASES FROM ALL PARTICIPANTS.

EXCEPTION: Adult members with annual releases on file do not have to sign a day-of-event release when attending their own Chapter's closed events.

NOTE: Minors (members or not) need releases every time.

HELPFUL HINTS FOR RELEASES

- When in doubt (when you're not sure whether the exception applies), require a release
- Make release forms available to all Chapter events
- Do not alter the release form - even back-to-back printing is not allowed
- Consider using a "released" participant identifier, such as a wristband
- Store all release forms in a safe place for seven years
- Develop a system for collecting day-of-event releases

WHO SIGNS WHICH RELEASE FORMS?

- Secure a staging area with ample space and a good riding surface.

FORM	SIGNER
<i>Chapter Event Release Form for Adults</i>	Adults
<i>Chapter Event Release Form for Minors</i>	Minor's Guardian
<i>Minor's Assumption of Risk Acknowledgment Form</i>	Minors
<i>Chapter Membership Enrollment Form and Release</i>	Adult and Minor Members

ANNUAL MEETING KIT

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ANNUAL MEETING KIT

Some of the best things about the H.O.G.[®] motorcycle club are meeting new people, participating in exciting activities and, of course, riding your Harley-Davidson[®] motorcycle. Endless meetings and paperwork are not a lot of fun. That's why we've created this section. By holding one business meeting per year, with a little planning, your Chapter can collect all the information H.O.G. requires, prepare the forms in this section and be done with it for the year. You can also find tips on holding effective meetings in the Chapter Officer section of members.hog.com. That means less time spent on administration and paperwork, which leaves more time for ... just about anything!

THE ANNUAL BUSINESS MEETING

Some call it a directors meeting, a strategic planning session or even a stakeholders' conference. Whatever the title, the purpose is the same: to look critically at the Chapter, see where it is today and determine where we want it to go in the future.

The meeting should be a closed meeting, attended only by Chapter officers, the sponsoring dealer, and the Chapter Manager. The intent of holding a closed meeting is not to hide information from Chapter members, but to allow the officers to express themselves freely and accomplish the necessary business without any interruptions. At the annual meeting, Chapter officers, the sponsoring dealer, and Chapter Manager should take the time to clarify and reaffirm their understanding of one another's goals and expectations.

The topics covered during the meeting will be unique to each Chapter. However, the following topics should be on every Chapter's agenda:

- Financial Review. The goal of a H.O.G.[®] Chapter is to maximize the enjoyment of riding Harley-Davidson motorcycles, not to maximize the size of the Chapter bank account. Keep that fact in mind when reviewing Chapter finances.
- Establish a realistic emergency cash reserve. Your Chapter should keep the equivalent of about two months of expenses on hand in case of financial emergencies.
- The completion of all annual forms.
- Review the Chapter's payment history. Late payments due to insufficient cash are a cause for concern.

ANNUAL MEETING FORMS AND APPLICATIONS

There are several pieces of information that H.O.G.[®] requires of each local Chapter. Your Chapter can supply H.O.G.[®] with everything they need by completing and submitting the following form:

- *H.O.G.[®] Chapter Charter Application* (due December 31)

ANNUAL MEETING KIT

THE ANNUAL BUSINESS MEETING *(cont'd)*

ANNUAL MEETING CHECKLIST

PERSONS IN ATTENDANCE

- Sponsoring dealer and/or other dealership representatives responsible for H.O.G.[®] Chapter operations
- Primary Chapter officers
- Other persons at the discretion of the sponsoring dealer
 - Discretionary Chapter officers
 - Lawyer
 - Accountant/Bookkeeper

CLARIFY AND REAFFIRM CHAPTER GOALS AND EXPECTATIONS

- Obtain consensus regarding the sponsoring dealer's goal, expectations and requirements
- Reaffirm the "Ride and Have Fun" (R & F) factor
- Complete the *H.O.G.[®] Chapter Charter Application*

FINANCIAL REVIEW

- Review and assess Chapter finances and financial operations
 - Funds on hand
 - Payment history
 - Cash controls
 - Adherence to budget
- Adopt any necessary changes to finances and financial operations
 - Cash controls
 - Collections
 - Cash reserves

ADOPT OR AFFIRM A MEMBERSHIP RETENTION/DEVELOPMENT PLAN

- Establish and/or adopt an activity schedule (or adopt guidelines regarding activities) for the coming year
- Establish and/or adopt a budget and budget guidelines for the coming year
- Review insurance, release and reporting requirements
- Arrange for circulation and review of the *Chapter Handbook* and training videos by primary officers and discretionary Chapter officers
- Complete and adopt required legal documents (annual corporate reports, etc.)
- Complete and adopt minutes of the meeting and file in the minute book

ANNUAL MEETING KIT

H.O.G.® CHAPTER CHARTER APPLICATION

The *H.O.G.® Chapter Charter Application* was designed to reduce the number of forms you must file each year. It also helps H.O.G. keep information current, so we're sure to mail information to the right address. The form below is only a sample. Your Chapter will receive a personalized *H.O.G.® Chapter Charter Application* by mail each year in December. The completed form must be submitted to H.O.G. by December 31, each year.

FORM - H.O.G. Chapter Charter Application

THIS IS A SAMPLE. DO NOT USE TO RENEW YOUR CHAPTER.
H.O.G. CHAPTER CHARTER APPLICATION

<p>Official Chapter Information</p> <p>DEALER NAME DEALER ADDRESS DEALER CITY, STATE AND ZIP CODE</p> <p>CHAPTER NAME CHAPTER NUMBER CHAPTER NAME (LINE 2) Number of Chapter Members: _____</p> <p>Chapter Bylaws: Yes No (CIRCLE ONE) (Attach copy of current Bylaws.)</p> <p>Incorporated: Yes No (CIRCLE ONE) (Attach copy of Articles of Incorporation.)</p>	<p>Secondary Chapter Mailing Address</p> <p><input type="checkbox"/> Address is Director's <input type="checkbox"/> Address is Other (CHECK ONE)</p> <p>Street Address: _____</p> <p>City: _____</p> <p>P.O. Box: _____ State: _____ Zip: _____</p> <p>Internet Address (Optional): _____</p>
--	--

4/96

CHAPTER MEETING INFORMATION:
WEEK: 1st 2nd 3rd 4th (CIRCLE ONE)
DAY: Sun. Tues. Wed. Thurs. Fri. Sat. (CIRCLE ONE)

OFFICER LISTING - please PRINT CLEARLY. National H.O.G. membership must be provided. (* Indicates required officer.)

* Sponsoring Dealer: _____ HOG #: _____ Home Phone: (____) _____

* Director: _____ HOG #: _____ Home Phone: (____) _____

* Assistant Director: _____ HOG #: _____ Home Phone: (____) _____

* Treasurer: _____ HOG #: _____ Home Phone: (____) _____

* Secretary: _____ HOG #: _____ Home Phone: (____) _____

Activities Officer: _____ HOG #: _____ Home Phone: (____) _____

L.O.H. Officer: _____ HOG #: _____ Home Phone: (____) _____

Road Captain: _____ HOG #: _____ Home Phone: (____) _____

Editor: _____ HOG #: _____ Home Phone: (____) _____

Safety Officer: _____ HOG #: _____ Home Phone: (____) _____

Photographer: _____ HOG #: _____ Home Phone: (____) _____

Historian: _____ HOG #: _____ Home Phone: (____) _____

Member-at-Large: _____ HOG #: _____ Home Phone: (____) _____

Webmaster: _____ HOG #: _____ Home Phone: (____) _____

The term of the chapter's charter affiliation shall be one (1) year from the date of acceptance of this Application by an authorized representative of Harley Owners Group. Harley Owners Group or the sponsoring dealer may terminate the chapter affiliation at any time during its term upon thirty (30) days written notice. No reason for termination is required.

I have read the Chapter Charter for Local Chapters and agree to operate in accordance with it and the above information is correct.	
DEALER SIGNATURE: _____	DATE: _____
DIRECTOR SIGNATURE: _____	DATE: _____

THIS IS A SAMPLE. DO NOT USE TO RENEW YOUR CHAPTER.

[\[click here for sample, full size form\]](#)

ANNUAL MEETING KIT

H.O.G.[®] CHAPTER CHARTER APPLICATION *(cont'd)*

OFFICER LISTING

Include the name, H.O.G.[®] number (a must!) and phone number of all current Chapter officers under the Officer Listing section of this form. Only one name can be listed per position.

By signing and dating the *H.O.G. Charter Application* form, the sponsoring dealer and Chapter director indicate that they have read and accepted the *Annual Charter for H.O.G. Chapters* and agree to run the Chapter in compliance with its articles. Send the signed form to H.O.G.; this grants your

Chapter's affiliation with the Harley Owners Group[®] motorcycle club for a term of one year and entitles the Chapter to limited license in the use of H.O.G.[®] trademarks and logos. After the form has been processed, your chapter will receive:

- A year sticker for your Chapter's official H.O.G.[®] license plate
- Officer Patches
- Officer Commemorative Gift

WHAT'S WRONG WITH MEETINGS?

Countless surveys and studies have shown that close to half of the productivity of meeting time is wasted. According to recent studies, there are many reasons meetings have productivity problems.

Any organization can reclaim 25 to 35 percent of wasted meeting time through a basic application of good meeting techniques.

TOP 10 MEETING PROBLEMS

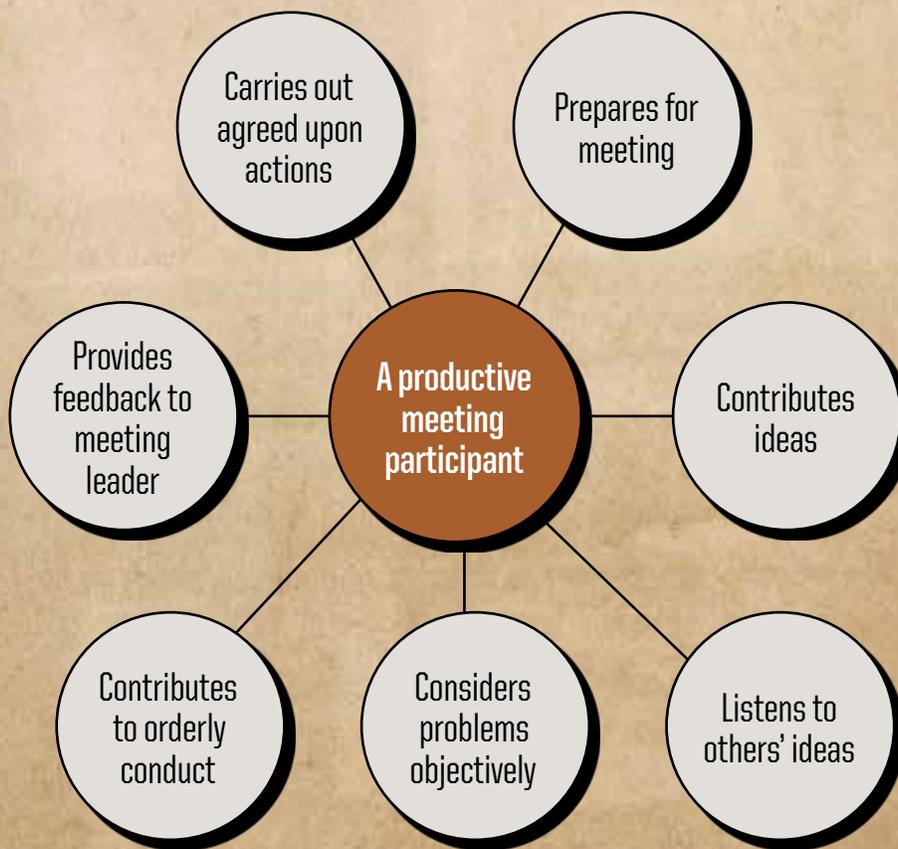
1. Getting off the subject
2. No goals or agenda
3. Too lengthy
4. Poor or inadequate preparation
5. Inconclusive
6. Disorganized
7. Ineffective leadership/lack of control
8. Irrelevance of information discussed
9. Time wasted getting started
10. Starting late

ANNUAL MEETING KIT

BEING PRODUCTIVE

At one time or another, we've all participated in a meeting. An effective meeting depends on productive participants. As a Chapter officer, you are in a position to make a significant contribution to the success of the meetings you attend. All you need is a tactful way to ask questions and offer suggestions.

The following list gives you some insight on how to be a productive meeting participant and gives you some tools to make all your Chapter officer meetings effective.



ANNUAL MEETING KIT

BEING PRODUCTIVE *(cont'd)*

PRODUCTIVE PARTICIPANT CHECKLIST

PREPARES FOR THE MEETING

- Thinks about the subject matter beforehand
- Talks with others who may know something about the subject
- Gets as many facts as time allows

CONTRIBUTES IDEAS TO THE DISCUSSION

- Offers facts and ideas
- Doesn't quickly discard his/her own views in the face of opposition
- Understands the facts
- Understands the subject matter

LISTENS TO THE IDEAS OF OTHERS

- Understands the viewpoints of others
- Helps others develop their views and ideas
- Is courteous and alert
- Listens carefully and thinks

CONSIDERS ANY SUBJECT OBJECTIVELY

- Continues to focus on the goal of conducting Chapter activities that promote H.O.G.[®] member fun, friendship and overall enjoyment
- Maintains an objective attitude
- Avoids giving (or accepting) opinion as fact
- Avoids emotionalism
- Maintains confidences and avoids gossip

CONTRIBUTES TO THE ORDERLY CONDUCT OF THE MEETING

- Arrives on time
- Helps the chairperson maintain order
- Avoids personal interruptions
- Avoids side conversations
- Does not dominate the meeting
- Stays on the subject
- Avoids sarcasm and ridicule

ANNUAL MEETING KIT

BEING PRODUCTIVE *(cont'd)*

PRODUCTIVE PARTICIPANT CHECKLIST *(cont'd)*

PROVIDES FEEDBACK TO THE MEETING LEADER

- Is open and honest when evaluating meetings
- Will speak one-on-one with meeting leader to give feedback
- Will give positive and critical feedback to meeting leader
- Gives feedback based on behaviors, not opinions

CARRIES OUT AGREED UPON ACTIONS

- Completes actions by agreed upon date
- Is realistic about when actions can be completed
- Provides valid reason if he/she cannot complete action and communicates this to meeting leader

NOTE: *By remembering or referencing this Checklist before you attend future Chapter officer meetings, you'll be better prepared to make your meetings more productive and effective, allowing yourself more time to accomplish the many tasks at hand.*

MARKETING

Chapter Communications82
Chapter Officer News® 83
Certificate of Appreciation 83
Chapter Internet and Social Media Guidelines 84



MARKETING

Even the most well-planned Chapter events won't be much fun if no one shows up! This section is designed to help you publicize your Chapter activities, both locally with your Chapter publications, and the H.O.G.[®] members only web site, members.hog.com. These are some of the best tools you have to attract new members to your Chapter and spread the word about the fun and exciting activities organized by your H.O.G.[®] Chapter.

CHAPTER COMMUNICATIONS

A Chapter communication is the foundation of Chapter information exchange. It can be a permanent record of local Chapter events and also assist the Chapter Historian in tracking Chapter history.

Be sure to have your sponsoring dealer approve any Chapter communication - written, oral (broadcast) or electronic, before it is released. Approval is required. Keep a copy of all Chapter communications on file at the sponsoring dealership for a 12 month period.

GUIDELINES

Chapters must publish a minimum of four communications per year. Communications can consist of any printed material informing the membership of activities, postcards, flyers, multi-page publications, emails, or other electronic forms. Activities listed in a Chapter communication must indicate whether they are open or closed events.

CONTENT

The contents of your Chapter publications should reflect the fact that H.O.G.[®] motorcycle club is a family-oriented organization. Stay away from editorializing, politics, religion, and other controversial issues. Members, benefits, meetings and activities are always good topics.

Other ideas include:

- **Member of the Month** - Member profile
- **Yesterday & Today** - What happened one or more years ago at the time of publication. Use back issues of *Hog Tales*, *H.O.G.[®] Magazine*, *Enthusiast*[®], your Chapter newsletter or other motorcycling publications as sources.
- **The Adventure Chapter** - stories of members' vacations.
- **Blast from the Past** - Ask the chapter Historian for information from past Chapter events or past officers and members.

MARKETING

CHAPTER COMMUNICATIONS *(cont'd)*

GRAPHICS

You can download H.O.G.[®] logos in the Chapter Officer section of members.hog.com.

DISTRIBUTION

Your communication can be distributed via mail or electronically via email. If distributing via e-mail, be sure to keep your members privacy in mind and use the "blind copy" line instead of the "to" section. If you also post your communication on your Chapter web site, it must be in a password protected area that only your sponsoring dealership, Chapter Manager, and Chapter members have access to. Regardless of the method of delivery, whether electronically or by U.S. Postal service, all Chapter members are entitled to have all Chapter communications delivered to them.

CHAPTER OFFICER NEWS[®]

The H.O.G.[®] Office sends *Chapter Officer News*[®] to sponsoring dealers and primary officers two-to-three times per year.

Chapter Officer News is available to all officers online in the Chapter Officer section of members.hog.com. *Chapter Officer News* is one of the most important ways H.O.G. has to regularly communicate directly to Chapter leaders. And, we depend on you to read and share it with your fellow officers and members. Make good use of *Chapter Officer News*; it's an important link to the H.O.G. Office!

CERTIFICATE OF APPRECIATION

To thank friends of the Chapter who've helped you out, or to recognize local businesses who've assisted your Chapter with events, present them with a personalized copy of the *Certificate of Appreciation*. Simply download the certificate from the Chapter section of members.hog.com, fill in the recipient's name and you've created a thoughtful memento which shows your appreciation.

MARKETING

CHAPTER INTERNET AND SOCIAL MEDIA GUIDELINES

Before uploading images from Chapter events to the Internet or any social media site, be sure to obtain the proper permissions and licenses.

Every H.O.G.[®] Chapter that publishes photographic material in any format, including print or internet publication, shall be solely responsible for obtaining the proper permissions and licenses. Harley-Davidson shall not be liable for, or offer indemnity for, any H.O.G. Chapter's publication of any photograph or image without the proper permissions or licenses.

Signs should be posted at all H.O.G. Chapter events, informing attendees that "Photographing, filming, recording and videotaping of activities and events will be occurring at this event. By entering the H.O.G.[®] event area, you irrevocably grant permission to the Harley-Davidson Motor Company and its agents to photograph, film, record and/or videotape you and use (and authorize the use of) your name, image, likeness, voice, and/or biographical or other information in any and all media now known or hereinafter developed in perpetuity for any and all purposes."

Harley-Davidson discourages H.O.G. Chapters from publishing any photographs of minor children, even with permission from a parent or guardian. Before publishing any photographs, the H.O.G. Chapter should discuss the risks and applicable state law with the Chapter's sponsoring dealer.

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SAFE RIDING

Few activities build camaraderie and memories faster than Chapter rides. They are one of the core H.O.G.[®] Chapter activities. That's why it's so important that they're conducted safely. This section contains tips on planning group rides, standard hand signals and a discussion of formation riding techniques. Directions on obtaining additional safe riding information from such organizations as the Motorcycle Safety Foundation and the American Motorcycling Association are also contained in this section.

LEARNING TO RIDE

RIDER'S EDGE[®]

Rider's Edge[®] is the Harley-Davidson[®] Academy of Motorcycling. Over time, Rider's Edge will offer a wide range of educational opportunities to enhance our current customers' enjoyment of motorcycling and to give new people a taste of what Harley-Davidson has to offer. Rider's Edge currently has two course offerings; the New Rider Course and Group Riding.

The Rider's Edge[®] New Rider Course - This course is designed to bring non-riders into the world of motorcycling in a way that is convenient, accessible and fun. It provides an entry point into the freedom, adventure, independence and exhilaration that motorcycling represents. By offering the course at Harley-Davidson dealers, we give students the opportunity to develop a support network of riders and motorcycle enthusiasts at the same time they are learning to ride.

The Group Riding Course - Developed in cooperation with the Motorcycle Safety Foundation, the Group Riding Course was specifically designed to help prepare riders for the experience of riding in groups and addresses the special challenges groups of riders face.

For more information log onto ridersedge.com.

SAFE RIDING

LEARNING TO RIDE *(cont'd)*

MOTORCYCLE SAFETY FOUNDATION (MSF)

The Motorcycle Safety Foundation works with the National Highway Traffic Safety Administration, state governments and other organizations to improve motorcyclist education and operator licensing. Since 1973, more than 1.3 million motorcyclists have graduated from the MSF's beginning or experienced RiderCourses®.

Rider training coupled with government relations and awareness programs aimed at teaching drivers how to share the road, help keep motorcycling a fun and safe sport.

For more information log onto msf-usa.org.

AMERICAN MOTORCYCLIST ASSOCIATION (AMA)

The American Motorcyclist Association is an organization dedicated to promoting motorsports and riders' rights nationwide. Their corporate mission is to "pursue, promote and protect the rights of motorcyclists." The AMA is involved with many different activities, including government legislation, professional racing and the Motorcycle Heritage Museum. As motorcycling enthusiasts, H.O.G.® members may be interested in the information and services the AMA provides. Although individual H.O.G.® members are encouraged to support AMA's legislative activities, H.O.G. Chapters are non-political organizations.

For more information log onto americanmotorcyclist.com.

SAFE RIDING

GROUP RIDING TIPS

There are a number of factors that come into play when planning or participating in a group ride. Here are some suggestions for making your rides safe and successful.

PLANNING THE RIDE

It's always a good idea to prepare a map of the route with all the stops indicated. If some bikes become separated from the group, they can "catch up" at the next stop.

- If you're not out for a scenic ride, plan the most direct route to an event or activity. Interstate highways offer the following advantages:
 - All traffic is moving in one direction.
 - No cross-traffic or traffic lights to split up your group, if possible.
- When there are three lanes, it is wise to travel in the middle lane. This allows faster traffic to pass and will also allow vehicles to enter/exit the highway more easily.
- If you're out for a scenic ride, be sure traffic conditions will allow it. For example, is there a county fair or car show in the area that day to complicate the ride?
- Plan stops to avoid gravel lots and left-hand turns. No one likes gravel, and in a group, it's even less fun. Right-hand turns in and out of stops will help the group stay together.
- Plan gas stops at least every 90 miles, so folks with smaller tanks can fill up and stay with the group.
- If you have a large group stopping at a restaurant, call the restaurant far enough in advance to allow them to prepare for a large group.
- If you expect a particularly large group and it's possible to get a police escort or traffic control at the start/end of a ride or along the route, great! Otherwise, it is a good idea to at least inform the police department of your plans and perhaps drop off a map. Never block traffic yourself; it may be against the law!

LEADING THE RIDE

Choose and maintain a comfortable pace within the speed limit.

- Keep in mind that people at the end of the group may have to drive a little faster to keep up if there are gaps in the group.
- It may also may cause a problem to drive too slowly. Drivers in vehicles behind the group may become impatient and try to get around the group.
- Know the route well enough so that you can give the group plenty of notice that you are approaching a turn.
- Always signal your intention to turn or change lanes. If you find yourself at an intersection too quickly for the entire group to make the turn safely, continue until you locate a place where the entire group can execute the turn safely.

SAFE RIDING

GROUP RIDING TIPS *(cont'd)*

PARTICIPATING IN A RIDE

Drinking and driving never mix. This is especially true when participating in a group ride.

- Always ride in staggered formation; it gives you an extra margin for safety.
- Make sure your vehicle is in good operating condition. For example, a bad tire could cause an accident on a group ride.
- Being too hot or too cold can also affect how alert you are as a driver. Be sure to pack appropriate protective clothing, such as a long-sleeve cotton shirt (for protection from the sun), helmet, eye protection, leather jacket, gloves, etc.
- A group of motorcycles is not considered a single vehicle. Be courteous and allow cars to enter and exit the highway and change lanes. Generally speaking, a car will not want to ride in the middle of a group of motorcycles and will get out of the group as quickly as possible.
- Familiarize yourself with the route and scheduled stops.
- Arrive to participate in a group ride with a full tank of gas.

EMERGENCY STOPPING

Ride with a partner. In the event someone needs to pull over for an unscheduled stop, the partner should also stop in case assistance is needed.

- It's unsafe for a large group to stop on the side of the road. If someone needs to pull over, the remainder of the group should continue to the next stop. At that time, the group can decide to wait for the missing members or to send two riders back to assist.
- If the group has a standing policy to wait for a specified period of time, say half an hour, the members left behind will be aware that they can catch up.
- All riders should have a map of the route so they can reach their destination on their own if need be.

SAFE RIDING

HAND SIGNALS

Hand signals should be simple, easy to learn and be kept to a bare minimum.

- Either the rider or passenger can relay the signal. As soon as you see a signal, you should give the same signal so the rider behind you can see it.
- When the phrase "1/3 of the lane" is used, it is referring to riding in the right or left track of the lane.
- These hand signals will not always be used by every group you ride with. The signals assembled here are offered as suggestions only.



“START YOUR ENGINES”

To indicate that you're ready to go, place your hand (right or left) on top of the windshield. If you don't have a windshield, raise your hand. This tells the leader that your engine is running and you're ready to ride.

SLOW DOWN

Use either arm, straight down and palm toward the back. Move your arm back and forth at the elbow.

HAZARD ON THE ROAD

Point with left hand at the object. Sometimes in group riding, the road captain may wave his left arm back and forth above his head to alert the rest of the group. The road captain is the only person who should perform this maneuver.

NEED GAS

When you need gas, point at the gas tank.

NEED FOOD

When you need a food or a break in general, point at your mouth.

TURN SIGNALS

Most bikes have turn signals - use them. Hand signals used in conjunction with turn signals give everyone in the group and other traffic a clear idea of your intentions.

SAFE RIDING

FORMATION RIDING

STAGGERED RIDING

The lead motorcycle should be in the left 1/3 of the lane, the second motorcycle should be in the right 1/3 of the lane, one second behind the first rider, and so on.

- Leave enough room between each motorcycle so that any rider can maneuver to the right or left without hitting anyone else.
- Always stay in line with the bike in front of you. Do not switch between the the left and right side of the lane.



SINGLE FILE RIDING

All motorcycles ride in a single line, two seconds behind one another, in either the right or left third of the lane. The lead rider determines on which side of the lane the group will ride.



PASSING

Passing should always be undertaken one motorcycle at a time, in staggered formation. Remember, passing at any time can be hazardous. Use common sense.

PASSING OTHER VEHICLES

- **Pre-pass position** - Be far enough behind the vehicle you are passing to see clearly down the road to do an "oncoming traffic check."
- **Signal** - If you have a passenger, he or she should signal as well.
- **Check your mirrors** - Then turn your head to check your blind spot and ensure that no one is passing you.
- **Accelerate and change lanes** - Remember, legally, you can't exceed the speed limit.
- **When returning to your lane** - Signal and make a mirror check and head check to be sure there is space between you and all other vehicles. Return to your lane and turn off your blinker.

SAFE RIDING

FORMATION RIDING *(cont'd)*

AFTER MAKING THE PASS

The lead rider makes the lane change, going to the right track, until he can clearly see that the other riders have made their lane changes.

KEEP THE GROUP TOGETHER

- **Plan** - The leader should look ahead for changes and signal early so "the word gets back" in plenty of time. Start lane changes early to permit everyone to complete the change. Put novice riders or those new to group riding at or near the back unless the riders wish to ride elsewhere.
- **Follow Those Behind** - Let the tailender set the pace. Use your mirrors to keep an eye on the person behind. If a rider falls behind, everyone should slow down a little to stay with the tailender.
- **Know the Route** - Make sure everyone knows the route. Then, if someone is separated they won't have to hurry to keep from getting lost or taking a wrong turn.

SAFE RIDING

TIPS FOR TOURING

Motorcycling is a fun, exciting and practical way to get around. But, like any other activity, it has risks. The reality is that you are exposed and vulnerable; it is up to you to avoid accidents and injury. Risk - and how you treat it - is what safe cycling is all about. To help you reduce and manage risk, use the following tips as a guide:

- Always carry your *H.O.G.® Touring Handbook*.
- When in a tight curve, the rider on the outside of the curve should give room to the rider on the inside. This prevents excessive crowding if the curve is too tight.
- Use the buddy system when riding. If your buddy has trouble and must pull out of the group, pull off the road with him or her and offer any assistance you can.
- Keep a safe distance behind the bike in front of you. Know the stopping distance of your motorcycle.
- Try to maintain a constant speed. Don't "rubber band," or speed up and slow down.
- Be aware of openings as you ride so that you will have some place to maneuver in case of an emergency. Also, be aware of the riders around you, especially the one to your side, and give each other as much room as possible.
- Always try to keep the pack tight without crowding each other. Stay close through intersections and traffic lights so that the group doesn't become separated. Remember that some riders in the group may not know where they are going and could end up "leading" the remainder of the pack with no idea how to reach their destination.
- If there is a vehicle that needs to get onto the freeway, let that vehicle through and close the gap.
- Never ride in someone's blind spot.
- Remember, you're not safe from lightning on your bike.

For additional Safe Riding Tips, go to msf-usa.org.

SAFE RIDING

H.O.G.[®] CHAPTER ALCOHOL GUIDELINES

Safe and responsible motorcycling activity is a major H.O.G.[®] goal. In this regard:

- The consumption and use of alcohol is a serious personal responsibility involving the safety and welfare of family, riding friends and the individual H.O.G.[®] member.
- Alcohol consumption before or during motorcycling activity is not safe responsible behavior.
- National H.O.G. has no direct operational control over Chapter operations. Consumption of alcohol after riding activity or at non-riding events is a matter to be decided by the sponsoring dealership and H.O.G.[®] Chapter leadership. All such decisions are subject to final review and approval by the sponsoring dealership.
- If the sponsoring dealer and Chapter decide that alcohol may be consumed at a Chapter activity, then the recommended approach is either to “Bring Your Own” or to “Buy Your Own” from a vendor licensed and insured to sell alcohol.

NOTICE: LIQUOR LIABILITY COVERAGE IS NOT PROVIDED BY THE CHAPTER GENERAL LIABILITY INSURANCE POLICY.

SAFE RIDING

H.O.G.[®] CHAPTER ALCOHOL GUIDELINES *(cont'd)*

WHO'S RESPONSIBLE FOR WHOM?

The other day, I received a call from a Chapter officer who had observed one of the local Chapter members drinking to excess during a stop on a Chapter ride. An awkward situation, to say the least, and a potentially lethal one. His question to me was, "What am I required to do as a Chapter officer?" And, he added, "You should warn us about these things!" He's right, and he brings up a good question.

First, consider an ounce of prevention; don't make bars a stopping place for meetings or rides. Harley[®] dealerships, parks or restaurants are all good options. Always make sure an alternative to beer or booze is available whenever you stop - there are some pretty good non-alcoholic beers out there today!

Second, discuss the issue with your sponsoring dealer, Chapter officers and members before problems occur, at a monthly meeting or prior to the ride. Emphasize that each one of us is responsible for our own behavior, and we also have a responsibility to those with whom we ride. If you think through what you would do if ever confronted with a member who isn't fit to ride, you'll have a better chance of achieving a positive outcome.

Third, as a Chapter officer, set an example. At the Primary Officer Training, a Chapter Director told us his tactic. If they have a member who has partied too hard, several Chapter officers approach the individual, calmly point out the danger the person is posing both to him or herself and to other Chapter members, ask for the keys, and arrange for alternative transportation by taxi or private vehicle. They've reported that this technique works well.

Beyond this, there's not much you can - or should - do. As H.O.G.[®] members and riders, we tend to want to "take care of our own" without involving outside authorities - a philosophy I myself hold to. However, if there's ever a time when, using your best judgment, you feel someone's life could be in danger if they throw a leg over the bike and try to ride, calling the police may be your only alternative.

H.O.G.[®] is about getting together to ride and have fun. Personally, I like to party and I love to ride, so when I'm on my bike I don't party until the scooter is safely bedded down for the night; and judging from the good times I've had, it's a system that seems to work.

By Heidi Zogg



Additional Insureds

Form must be fully completed to be considered.

**MAIL OR FAX COMPLETED FORM
6 WEEKS PRIOR TO EVENT**

to

Harley-Davidson Insurance

222 W. Adams, Suite 2000

Chicago, IL 60606-5312

FAX: 312-368-9548 Phone: 888-690-5600



Chapter Name: _____ Chapter Number: _____

Contact Name/Officer Position: _____

Contact Address: _____

Fax: _____ Phone/Day: _____ Phone/Evening: _____

E-mail Address: _____

Part 1. Additional Insured(s) (AI) - \$100 additional premium per additional insured. **Attach a copy of any contracts held with each additional insured.**

AI Name	AI Address	Reason for Requesting Coverage

TOTAL AMOUNT DUE \$ _____

DO NOT INCLUDE payment with this application.

You will be billed by Harley-Davidson Insurance for the amount due.

IT IS UNDERSTOOD AND AGREED THAT NO INSURANCE IS IN EFFECT UNTIL THIS APPLICATION IS ACCEPTED BY THE COMPANY OR COMPANIES IN WRITING.

Signature of Authorized Chapter Representative

Title

Date

H.O.G.[®] CHAPTER ALCOHOL GUIDELINES

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NOTICE: LIQUOR LIABILITY COVERAGE IS NOT PROVIDED BY THE CHAPTER GENERAL LIABILITY INSURANCE POLICY.

ANNUAL MEETING CHECKLIST

PERSONS IN ATTENDANCE

- Sponsoring dealer and/or other dealership representatives responsible for H.O.G.[®] Chapter operations
- Primary Chapter officers
- Other persons at the discretion of the sponsoring dealer
 - Discretionary Chapter officers
 - Lawyer
 - Accountant/Bookkeeper

CLARIFY AND REAFFIRM CHAPTER GOALS AND EXPECTATIONS

- Obtain consensus regarding the sponsoring dealer's goal, expectations and requirements
- Reaffirm the "Ride and Have Fun" (R & F) factor
- Complete the *H.O.G.[®] Chapter Charter Application*

FINANCIAL REVIEW

- Review and assess Chapter finances and financial operations
 - Funds on hand
 - Payment history
 - Cash controls
 - Adherence to budget
- Adopt any necessary changes to finances and financial operations
 - Cash controls
 - Collections
 - Cash reserves

ADOPT OR AFFIRM A MEMBERSHIP RETENTION/DEVELOPMENT PLAN

- Establish and/or adopt an activity schedule (or adopt guidelines regarding activities) for the coming year
- Establish and/or adopt a budget and budget guidelines for the coming year
- Review insurance, release and reporting requirements
- Arrange for circulation and review of the *Chapter Handbook* and training videos by primary officers and discretionary Chapter officers
- Complete and adopt required legal documents (annual corporate reports, etc.)
- Complete and adopt minutes of the meeting and file in the minute book



Chapter Application for Non-Approved or Open Activities



Form must be fully completed to be considered.

**MAIL OR FAX COMPLETED FORM
6 WEEKS PRIOR TO EVENT
to**

Harley-Davidson Insurance
222 W. Adams, Suite 2000
Chicago, IL 60606-5312
FAX: 312-368-9548 Phone: 888-690-5600

What to Do: 1) Fill out the form completely. All information must be provided. 2) Mail or fax the completed form to the address above. 3) Include any promotional flyers. 4) If you have question please contact Harley-Davidson Insurance at the number above. (*Excluded* activities are not eligible for coverage.)

Today's Date: _____

Chapter Name: _____ Chapter Number: _____

Contact Name: _____

Mailing Address: _____

Officer Position/Title: _____

Fax: _____ Phone/Day: _____ Phone/Evening: _____

E-mail Address: _____

Activity/Event Date(s): _____ Scheduled Hours: _____

Final Destination: _____ Anticipated
Total Attendance: _____

Anticipated Number of Your Local Chapter Members Attending: _____

Anticipated Number of Members from other H.O.G. Chapters Attending: _____

Will there be food provided? Yes No

Please list non-approved activities and/or open events:

1) _____ 2) _____

3) _____ 4) _____

Does this activity involve an element of speed? Yes No

Are passengers allowed, or required, to participate with the rider? Yes No

Number of miles (if applicable): _____

Detailed Description: Give a precise description of the activity/event. If a bike game, include details such as diagrams, rules, safety precautions. Attach promotional flyers and lists of activities. Provide this information for each non-approved activity you are proposing. Attach additional sheets as necessary.

PRODUCTIVE PARTICIPANT CHECKLIST

PREPARES FOR THE MEETING

- Thinks about the subject matter beforehand
- Talks with others who may know something about the subject
- Gets as many facts as time allows

CONTRIBUTES IDEAS TO THE DISCUSSION

- Offers facts and ideas
- Doesn't quickly discard his/her own views in the face of opposition
- Understands the facts
- Understands the subject matter

LISTENS TO THE IDEAS OF OTHERS

- Understands the viewpoints of others
- Helps others develop their views and ideas
- Is courteous and alert
- Listens carefully and thinks

CONSIDERS ANY SUBJECT OBJECTIVELY

- Continues to focus on the goal of conducting Chapter activities that promote H.O.G.[®] member fun, friendship and overall enjoyment
- Maintains an objective attitude
- Avoids giving (or accepting) opinion as fact
- Avoids emotionalism
- Maintains confidences and avoids gossip

CONTRIBUTES TO THE ORDERLY CONDUCT OF THE MEETING

- Arrives on time
- Helps the chairperson maintain order
- Avoids personal interruptions
- Avoids side conversations
- Does not dominate the meeting
- Stays on the subject
- Avoids sarcasm and ridicule

PROVIDES FEEDBACK TO THE MEETING LEADER

- Is open and honest when evaluating meetings
- Will speak one-on-one with meeting leader to give feedback
- Will give positive and critical feedback to meeting leader
- Gives feedback based on behaviors, not opinions

CARRIES OUT AGREED UPON ACTIONS

- Completes actions by agreed upon date
- Is realistic about when actions can be completed
- Provides valid reason if he/she cannot complete action and communicates this to meeting leader



Chapter Application for Parades

Mail or Fax completed form

6 Weeks prior to the event:

Harley Davidson Insurance

222 W. Adams Street, Suite 2000

Chicago, IL 60606-5312

Fax: 800-699-2142 Phone: 888-690-5600

Chapter Name: _____

Contact Name: _____ Chapter # _____

Phone # _____ Fax # _____

Email: _____ Date of Parade: _____

COMPLETE SECTION THAT APPLIES (I or II)

I. If Others Control Parade

Do the organizers of the parade have insurance coverage in place? _____
(Please attach a copy of the organizer's proof of insurance.)

Is the organizer requiring the chapter to provide proof of insurance? _____

Do the organizers of the parade have a permit or registration process for the Chapter to complete? _____
(If yes, please attach a copy of all documents received from the organizer, to include a copy of any invitation to participate in the parade, any orders of march (parade rules), and any published announcement of the parade.)

What Safety measures are in place before & during the parade? _____

Will chapter Road Captains be used in connection with the chapter's participation in the parade? _____

II. If the Chapter is Sponsoring the Parade

Does the Chapter control the parade? _____ Yes _____ No

Who is invited to participate in parade? _____

Who will take the required registration/Releases etc.? _____

How are Road Captains and police escorts to be used? _____

What Safety measures are in place before & during the parade?

Are participants required to provide proof of insurance?

Is a permit required to conduct the parade? If so, attach a copy of the permit.

Attach a copy of any flyer or announcement regarding the parade.

Attach a copy of your route plan for the parade and your rules for participation (Order of March).

CHAPTER EVENT RELEASE FORM
FOR ADULTS

Name of **EVENT(S)** _____ Date _____

Location _____

The undersigned (on my own behalf and on behalf of my heirs, personal representatives, successors and assigns), for and in consideration of the opportunity to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") releases and holds harmless the "**RELEASED PARTIES**" from any and all claims and demands, rights and causes of action of any kind whatsoever which I now have or later may have against the "**RELEASED PARTIES**" in any way resulting from, arising out of, or in connection with the performance of their chapter duties and my participation in any said **EVENT(S)**.

This Release extends to any and all claims I have or later may have against the "**RELEASED PARTIES**" resulting from or arising out of their performance of their chapter duties whether or not such claims result from negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" with respect to the **EVENT(S)** or with respect to the conditions, qualifications, instructions, rules or procedures under which the **EVENT(S)** are conducted or from any other cause. I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE "**RELEASED PARTIES**" FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING THE EVENTS.

I am experienced in and familiar with the operation of motorcycles and fully understand the risks and dangers inherent in motorcycling. I am voluntarily participating in the **EVENT(S)** and I expressly agree to assume the entire risk of any accidents or personal injury, including death, which I might sustain to my person and property as a result of my participation in the events, and any negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" in performing their chapter duties.

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this release and Indemnification Agreement, including but not limited to Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing this release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "**RELEASED PARTIES**."

THIS IS A RELEASE – READ BEFORE SIGNING

- Rider -

- Passenger -

Signature _____

Signature _____

Print Name _____

Print Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Date _____

Date _____

Chapter Name: _____ Date: _____

Event Name/Location: _____

CHAPTER EVENT RELEASE FORM FOR MINORS

In consideration of my minor child ("the **Minor**") being permitted to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") I agree as follows:

1. I know the nature of the **EVENT(S)** and the **Minor's** experience and capabilities, and believe the Minor to be qualified to participate, in the **EVENT(S)** or enter into restricted areas where the **EVENT(S)** are conducted. IF I OR THE **MINOR** BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE **MINOR** TO IMMEDIATELY CEASE OR REFUSE TO PARTICIPATE FURTHER IN THE **EVENT(S)** AND/OR LEAVE THE RESTRICTED AREA.

2. I FULLY UNDERSTAND and will instruct the **Minor** that: (a) THE ACTIVITIES OF THE **EVENT(S)** MAY BE DANGEROUS and participation in the **EVENT(S)** and/or entry into Restricted Areas may involve RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("**RISKS**"); (b) these Risks and dangers may be caused by the **Minor's** own actions or inactions, the actions or inactions of others participating in the **EVENT(S)**, the rules of the **EVENT(S)**, the condition and layout of the premises and equipment, or THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their chapter duties : (c) there may be OTHER RISKS NOT KNOWN TO ME or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risks COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE **MINOR'S** FUTURE.

3. I consent to the **Minor's** participation in the **EVENT(S)** and/or entry into restricted areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" IN PERFORMING THEIR CHAPTER DUTIES.

4. I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the "**RELEASED PARTIES**" sponsors, advertisers, owners and lessors of the premises used to conduct the **EVENT(S)**, FROM ALL LIABILITY TO ME, THE **MINOR**, my and the minor's personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY, including, but not limited to, death or damage to property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their chapter duties.

5. If, despite, this release, I, the **Minor** or anyone on the **Minor's** behalf makes a claim against any of the "**RELEASED PARTIES**" named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE "**RELEASED PARTIES**" and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE "**RELEASED PARTIES**" NAMED ABOVE, ASSERTING NEGLIGENCE ON THE PART OF THE "**RELEASED PARTIES**" in performing their chapter duties.

6. I sign this agreement on my own behalf and on behalf of the **Minor**.

I HAVE READ THIS PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE **MINOR** WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE "**RELEASED PARTIES**" FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

Child's Name (printed) _____

Signature of Parent or Guardian

Printed Name of Parent or Guardian

CHAPTER GENERAL LIABILITY & EVENT INSURANCE

Who does this policy protect?

Harley-Davidson Motor Company, Inc.
Harley Owners Group (H.O.G.)
H.O.G. Sponsoring Dealers
Chartered H.O.G. Chapters, their Directors, Officers and
Volunteers while acting in their official capacity on behalf of the
Chapter

What is covered?

See "Schedule of Pre-Approved Chapter Activities" in the most
current Chapter Handbook and applicable updates.

What coverage does this policy furnish?

- **Legal representation** in the event suit is brought against you for bodily injury to another individual or physical damage to their property.
- **Will pay for bodily injury and/or property damage** settlements if it is determined you are obligated to do so and you were acting on behalf of the Chapter in your official capacity as a H.O.G. Chapter Director, Officer or Volunteer.
- **Definitions of other policy coverage(s):**

Products and completed operations coverage provides you with protection in the event **a product causes bodily injury to a member of the public or property damage to their legal property.**

Personal and Advertising injury provides you with protection in the event a suit is brought against you for an **offense (slander, libel, etc.) committed in the course of advertising, publishing, broadcasting or telecasting** done by or for you while acting in your official capacity. All publications, advertising, broadcasts or telecasts must be pre-approved by the sponsoring dealer.

Property damage coverage provides you with protection **in the event of fire, wind or other casualty damage occurring at your meeting or event site.**

Policy Limits:

\$1,000,000	per occurrence per event, 5 million aggregate per insured event
\$1,000,000	products and completed operations aggregate
\$1,000,000	personal and advertising injury**
\$ 300,000	premises damage

Cost to Chapter: \$100 per additional insured.

IMPORTANT NOTE: Please see "Schedule of Pre-Approved Chapter Activities" in the most current Chapter Handbook and applicable updates. If your planned activity is not on this list and/or you require coverage for an additional insured you must submit the completed application, to include **"event description, event flyers, and any event facility contracts"** for underwriter approval **six weeks in advance of event date.**



Chapter General Liability Insurance Program



TIER I: Approved Activities

If the activity is a Closed or H.O.G. Member event and is listed on the “**Schedule of Pre-Approved Chapter Activities**” or in the “**Activities & Events**” section (section E) of the most current Chapter Handbook you do not need to submit any additional applications unless you require coverage for an additional insured.

Additional Insured(s): Complete “Additional Insureds” application and submit to the address on the form at least *6 weeks prior* to the event.

Closed Event: A member of your local chapter and one guest per member.

H.O.G. Member Event: National H.O.G. members only. Members may not bring guests.

TIER II: Non-Approved or Open Activities

Approval of your activity is subject to underwriting by the insurance company. You are required to complete an “**Application for Non-Approved or Open Activities**” and submit it to the address on the form at least *6 weeks prior* to the event if the activity you are planning is:

- not listed on the “**Schedule of Pre-Approved Chapter Activities**” or in the “**Activities & Events**” section (section E) of the most current Chapter Handbook or
- a rally or open event
- a concert or other form of entertainment or
- a combination car/bike show.

Open Event: An event open to the general public or an event where the number of non-chapter guests is more than chapter members. **An open event is not automatically covered even if it is listed on the “Schedule of Pre-Approved Chapter Activities”.** Fill out an “Application for Non-Approved or Open Activities”.

EXCLUSIONS

The activities listed below are excluded from coverage under the H.O.G.[®] chapter general liability insurance policy. The chapter does NOT have insured coverage for those activities and the chapter may not conduct these activities without the appropriate insurance coverage. If you wish to conduct an activity listed in “Exclusions”, contact your Regional Manager.

Tug of War	Carnival Rides	Go Karts	Wheelchair/Stroller Rentals
Velcro Walls	Dunk Tanks	BB or AirGun Games	Overnight Camping
Furnishing Liquor	Fireworks	Dyno Test	Inflatables (i.e. Moon Walks, Bounce House, Slides, etc.)
Combination riding activities with automobiles	Road Clean-up		

Prohibited Activities

The following activities have been deemed inappropriate by Harley Owners Group. They are, therefore, both excluded from coverage and prohibited as chapter events.

Sled Pull	24 hour Rides	Speed Competition	Bungee Jumping
Body Piercing	Tattooing	Water Activities (i.e. Boating, Skiing, Swimming, etc.)	

CHAPTER MEMBERSHIP
ENROLLMENT FORM AND RELEASE

CHAPTER NAME _____

MEMBER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

PHONE NUMBER _____ MEMBER NAT'L H.O.G. NUMBER _____

EXPIRATION DATE OF NATIONAL H.O.G. MEMBERSHIP _____

I have read the Annual Charter for H.O.G. Chapters and hereby agree to abide by it as a member of this dealer sponsored chapter.

I recognize that while this Chapter is chartered with H.O.G., it remains a separate, independent entity solely responsible for its actions.

- THIS IS A RELEASE, READ BEFORE SIGNING -

I agree that the Sponsoring Dealer, Harley Owners Group (H.O.G.), Harley-Davidson, Inc., Harley-Davidson Motor Company, my Chapter and their respective officers, directors, employees and agents (hereinafter, the **"RELEASED PARTIES"**) shall not be liable or responsible for injury to me (including paralysis or death) or damage to my property occurring during any H.O.G. or H.O.G. chapter activities and resulting from acts or omissions occurring during the performance of the duties of the Released Parties, even where the damage or injury is caused by negligence (except willful neglect). I understand and agree that all H.O.G. members and their guests participate voluntarily and at their own risk in all H.O.G. activities and I assume all risks of injury and damage arising out of the conduct of such activities.

I release and hold the **"RELEASED PARTIES"** harmless from any injury or loss to my person or property which may result from my participation in H.O.G. activities and EVENT(S). I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE THE **"RELEASED PARTIES"** FOR ANY INJURY OR RESULTING DAMAGE TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID EVENT(S).

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this Release and Indemnification Agreement including, but not limited to, Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the **"RELEASED PARTIES"**.

MEMBER SIGNATURE _____ DATE _____

LOCAL DUES PAID \$ _____ DATE _____

(Dues not to exceed maximum amount prescribed in, "Annual Charter for H.O.G. Chapters", as contained in the H.O.G. Chapter Handbook.)

RETURN THIS FORM TO YOUR CHAPTER

VOID CORRECTED

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.		1 Rents	OMB No. 1545-0115		
		\$	2013		
		2 Royalties			
		\$	Form 1099-MISC		
		3 Other income	4 Federal income tax withheld	Miscellaneous Income	
		\$	\$		
PAYER'S country code	If checked, branch reporting elected <input type="checkbox"/>	5 Fishing boat proceeds	6 Medical and health care payments		
PAYER'S federal identification number	RECIPIENT'S identification number	\$	\$		
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		
Street address (including apt. no.)		\$	\$		
City or town, province or state, country, and ZIP or foreign postal code		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Life insurance proceeds		
		\$	\$		
Account number (see instructions)		11 Foreign tax paid	12 Foreign country or U.S. possession		
		\$	\$		
		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
		\$	\$		
15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income	
\$	\$	\$		\$	
		\$		\$	

Form 1099-MISC

www.irs.gov/form1099misc

Department of the Treasury - Internal Revenue Service

S
A
M
P
L
E

Application for Employer Identification Number

Department of the Treasury
Internal Revenue Service

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

EIN

▶ See separate instructions for each line. ▶ Keep a copy for your records.

Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested	
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)
	6 County and state where principal business is located	
	7a Name of principal officer, general partner, grantor, owner, or trustor	7b SSN, ITIN, or EIN
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Administrator (TIN) _____ <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> Personal service corporation <input type="checkbox"/> National guard <input type="checkbox"/> State/local government <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Farm cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input type="checkbox"/> Indian tribal governments/enterprises <input type="checkbox"/> Other (specify) ▶ _____ <input type="checkbox"/> Group Exemption Number (GEN) if any ▶ _____		
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country
10 Reason for applying (check only one box)		
<input type="checkbox"/> Banking purpose (specify purpose) ▶ _____ <input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Hired employees (Check the box and see instructions) <input type="checkbox"/> Resumed going business <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Created trust (specify type) ▶ _____ <input type="checkbox"/> Other (specify) ▶ _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____		
11 Date business started or acquired (month, day, year). See instructions.	12 Closing month of accounting year	
13 Highest number of employees expected in the next 12 months (enter -0- if none).	14 Do you expect your employment tax liability to be \$1,000 or less in a full calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you expect to pay \$4,000 or less in total wages in a full calendar year, you can mark "Yes.")	
15 First date wages or annuities paid to nonresident alien (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year).		
16 Check one box that best describes the principal activity of your business.		
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input type="checkbox"/> Other (specify) _____		
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.		
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes," write previous EIN here ▶ _____		
Consent to release information only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.		
Third Party Designee	Designee's name	Designee's telephone number (include area code)
	Address and ZIP code	Designee's fax number (include area code)
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code)
Name and title (type or print clearly) ▶		Applicant's fax number (include area code)
Signature ▶	Date ▶	

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). For a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on how to enter a number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, where applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

3232

VOID

CORRECTED

OMB No. 1545-0238

2012

Form W-2G

**Certain
Gambling
Winnings**

For Privacy Act and
Paperwork Reduction Act
Notice, see the 2012
General Instructions for
Individual Income Tax
Returns.

File with Form 1096.

**Copy A
For Internal Revenue
Service Center**

PAYER'S name Street address City, state, and ZIP code Federal identification number Telephone number	1 Gross winnings	2 Federal income tax withheld
	3 Type of wager	4 Date won
	5 Transaction	6 Race
	7 Winnings from identical wagers	8 Cashier
WINNER'S name Street address (including apt. no.) City, state, and ZIP code	9 Winner's taxpayer identification no.	10 Window
	11 First I.D.	12 Second I.D.
	13 State/Payer's state identification no.	14 State income tax withheld
Under penalties of perjury, I declare that, to the best of my knowledge and belief, the name, address, and taxpayer identification number that I have furnished correctly identify me as the recipient of this payment and any payments from identical wagers, and that no other person is entitled to any part of these payments.		
Signature ▶	Date ▶	

Form **W-2G**

Cat. No. 10138V

Department of the Treasury - Internal Revenue Service

S
A
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P
L
E

THIS IS A SAMPLE. DO NOT USE TO RENEW YOUR CHAPTER.
H.O.G. CHAPTER CHARTER APPLICATION

Official Chapter Information

DEALER NAME _____
DEALER ADDRESS _____
DEALER CITY, STATE AND ZIP CODE _____

CHAPTER NAME _____ CHAPTER NUMBER _____
CHAPTER NAME (LINE 2) _____
Number of Chapter Members: _____

Chapter Bylaws: Yes No (CIRCLE ONE)
(Attach copy of current Bylaws.)

Incorporated: Yes No (CIRCLE ONE)
(Attach copy of Articles of Incorporation.)

Secondary Chapter Mailing Address

Address is Director's Address is Other (CIRCLE ONE)

Street Address: _____

City: _____

P.O. Box: _____ State: _____ Zip: _____

Internet Address (Optional): _____

4/96

CHAPTER MEETING INFORMATION:

WEEK: 1st 2nd 3rd 4th (CIRCLE ONE)
DAY: Sun. Tues. Wed. Thurs. Fri. Sat. (CIRCLE ONE)

OFFICER LISTING - please PRINT CLEARLY, National H.O.G. number must be provided (* Indicates required officer.)

- * Sponsoring Dealer: _____ HOG #: _____ Home Phone: (_____) _____
- * Director: _____ HOG #: _____ Home Phone: (_____) _____
- * Assistant Director: _____ HOG #: _____ Home Phone: (_____) _____
- * Treasurer: _____ HOG #: _____ Home Phone: (_____) _____
- * Secretary: _____ HOG #: _____ Home Phone: (_____) _____
- Activities Officer: _____ HOG #: _____ Home Phone: (_____) _____
- L.O.H. Officer: _____ HOG #: _____ Home Phone: (_____) _____
- Road Captain: _____ HOG #: _____ Home Phone: (_____) _____
- Editor: _____ HOG #: _____ Home Phone: (_____) _____
- Safety Officer: _____ HOG #: _____ Home Phone: (_____) _____
- Photographer: _____ HOG #: _____ Home Phone: (_____) _____
- Historian: _____ HOG #: _____ Home Phone: (_____) _____
- Member at Large: _____ HOG #: _____ Home Phone: (_____) _____
- Webmaster: _____ HOG #: _____ Home Phone: (_____) _____

The term of this chapter's charter affiliation shall be one (1) year from the date of acceptance of this Application by an authorized representative of Harley Owners Group. Harley Owners Group or the sponsoring dealer may terminate the chapter affiliation at any time during its term upon thirty (30) days written notice. No reason for termination is required.

I have read the Charter for Local Chapters and agree to operate in accordance with it and the above information is correct.

DEALER SIGNATURE: _____ DATE: _____

DIRECTOR SIGNATURE: _____ DATE: _____

H.O.G. Insurance Program Checklist

Ensure Your Event is Insured

Is that chapter activity or event you're planning covered by the Chapter General Liability Insurance? If you're not absolutely positive, you'd better read on.

If a chapter event or activity falls within the insurance guidelines, the Chapter General Liability Insurance coverage provides legal defense costs and damage payment coverage to chapter officers, volunteers and sponsoring dealers should a lawsuit be brought against them. This coverage is afforded for claims based on someone getting hurt or having their property damaged during a chapter activity. It's not medical insurance. It's not motorcycle insurance. It's "responsibility" insurance for claims asserting that chapter officers and volunteer workers failed to properly perform their official duties. Be sure to read the document, "Chapter Liability and Event Insurance" in Section E of the Chapter Handbook for additional details.

To determine if your chapter event/activity falls within the guidelines, follow the steps below and you'll get the answers.

Step 1: Identify the Type of Event and Types of Activities

Before you do anything, turn to Section E, Chapter Business, and locate the heading, "Chapter Insurance Program."

Now, ask yourself the following 8 questions and check the appropriate box...

	Yes	No
1. Is the chapter activity/event you're planning advertised as "open to the public" or "all bikes welcome"?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you expecting more guests than local chapter members at your chapter activity/event?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you expecting local chapter members, guests, and other National H.O.G. members at your activity/event?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are any games you're doing NOT in Section H (Activities & Events) of the current H.O.G. Guidelines? (For example, a tug-of-war game is not listed, nor is a plank ride.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Is your activity/event NOT on the "Schedule of Pre-Approved Chapter Activities" (Section E, Chapter Business) in the most current chapter handbook?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is another organization planning and conducting part or all of the activity/event?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is your activity/event listed under "Tier II" of the document, "Chapter General Liability Insurance Program" (Section E, Chapter Business) in the most current chapter handbook?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is your activity/event listed under "Exclusions" in the document, "Chapter General Liability Insurance Program" (Section E, Chapter Business) in the most current chapter handbook? (No need to go any further -- our insurance simply won't cover the activity... if an activity is excluded and you still want to do it, you must find and purchase your own insurance. For example, water sports, camping, furnishing liquor and dunk tanks are just a few of the excluded items).	<input type="checkbox"/>	<input type="checkbox"/>

Step 2: Determine Insurance Required

Did you check "NO" for each and every question? If so, you're on your way to a hassle-free, automatically insured event.. See boxes "A" and "B" below. Just follow the release guidelines in Step 4 below and go have fun!

If you checked "YES" for one of the questions... Doing some bike games that aren't Pre-Approved? Crossed the line from conducting events for your local chapter members to promoting events "open" to the public? If you don't apply and get approved for coverage - you won't have it. The chart indicates what you need to do. Locate your particular situation and then read on.

Event Type	Activity	Insurance Coverage	Take Releases From
A. National H.O.G. Members Only - no guests	Pre-approved	Automatic	Everyone
B. Closed - local chapter members with current Membership Enrollment & Release on file and one guest per chapter member (guests do not outnumber local chapter members)	Pre-approved	Automatic	Guests, Minor's Guardian (Minor signs Assumption of Risk if 12 or older)
C. National H.O.G. Members Only - no guests	Not Pre-approved	Send in Application for Non-Approved or Open Activities	Everyone

Event Type	Activity	Insurance Coverage	Take Releases From
D. Closed - local chapter members who've signed annual Membership Enrollment & Release and one guest per local chapter member (guests do not outnumber local chapter members)	Not Pre-approved	Send in Application for Non-Approved or Open Activities	Guests, Minor's Guardian (Minor signs Assumption of Risk if 12 or older)
E. Open - advertised as open to the public, any biker	Pre-approved	Send in Application for Non-Approved or Open Activities	Everyone
F. Open - advertised as open to the public, any biker	Not Pre-approved	Send in Application for Non-Approved or Open Activities	Everyone
G. Any Event	Listed as Exclusion (such as furnishing alcohol)	None Available through Harley-Davidson Insurance	

Step 3: Apply for Insurance Coverage

Go to Section F (or Section K, Blank Forms).

Find the "Application for Non-Approved or Open Activities"

Copy form from handbook.

Read all the instructions

Fill the form out completely and in detail - attach additional pages if necessary (the more detail you can offer, the better. For example: if you're having a picnic, tell us the activities you'll be conducting at the picnic. If you'll be having food at an event, who's supplying it? If you'll be doing games, what games?)

Attach a copy of your event flyer (very important)

Fax the form to Harley-Davidson Insurance - their fax number is on the form

Wait - HDI will be in touch. You'll get one of the following: a) an approval, an invoice (there is an additional charge when putting on open events or non-approved activities) and a certificate of insurance; b) a request for more information; or c) non-approval with an explanation as to why. We ask that you send your request at least 6 weeks prior to your event. If issues arise with the application, you'll need the time to try to resolve them.

Your insurance is in place and you are ready for the final step. Continue reading...

Step 4: Determine Who Must Sign a Release

In order to be covered by the Chapter General Liability Insurance, you must take releases. Adult local chapter members sign the Chapter Membership Enrollment Form & Release each year. They may also have to sign another adult event release depending upon the type of event being conducted. Everyone else, including chapter members who are minors, must have a release signed each time they *participate* in an activity or event. In the case of minors, the minor's guardian signs the Minor Release form, and if the minor is 12 or older, the minor signs the Minor's Assumption of Risk form. When in doubt, take a release. Keep releases on file for seven years.

And, don't forget that Injury Report Form. It's in the handbook, Section E (Chapter Business) or Section J (Blank Forms). If someone should get hurt, it's important that you fill it out, attach the person's signed release form to it and send it in. The instructions are on the form.

Now, go put on your event and have some fun.

Questions? Call the National H.O.G. office. We'll do our best to help. One more tip... the best time to consider insurance is the moment you decide to do an event. Save yourself some heartburn and don't leave it until the last minute. It may seem like a hassle, but after all, it's you and your fellow officers you're trying to protect. And...you are all worth the effort.



Injury Report Form

MAIL OR FAX COMPLETED FORM



to
 Harley-Davidson Insurance
 222 W. Adams Street, Suite 2000
 Chicago, IL 60606
 FAX: 312-368-9548 Phone: 888-690-5600

Chapter Name: _____ Chapter Number: _____

Reporting Chapter Officer Name: _____ Home Ph: _____

Mailing Address: _____ Work Ph: _____

_____ Best time to call: _____

Email Address: _____

Chapter Insurance Certificate #: _____ Date of Injury: _____

Place of Injury: _____

Name, addresses, ages of person(s) Injured: _____

Names, addresses, telephone numbers of persons who saw incident. Attach extra sheets if necessary.

When, where, how injury occurred. Attach a separate sheet if necessary. _____

Type of Injury. Check appropriate Boxes.

Fatal	Head	Neck	Back/Spine	Arms	Legs	Internal Injuries	Amputation	Other

Name, address, phone number of person(s) having pictures of accident scene: _____

Name, address, phone number of responding police department and complaint #: _____

ATTACH A PHOTOCOPY OF EACH INJURED PERSON'S SIGNED RELEASE FORM (REQUIRED). ATTACH THE POLICE REPORT IF AVAILABLE. ONLY POLICE SHOULD TAKE WITNESS REPORTS.

Letter of Agreement

(Charitable Endeavors ONLY)

THIS AGREEMENT MADE AND ENTERED BETWEEN:

(H.O.G.® Chapter Name, Number and Address)

hereinafter, the "Chapter," and

(Name of Charity and Address)

hereinafter, the "Charity."

WHEREAS:

Chapter wishes to engage in fund raising activity (the "Event") for and on behalf of Charity, and
Charity desires that Chapter undertake the Event for and on behalf of Charity,

IT IS AGREED THAT:

Chapter will undertake the following described Event:

The Event will occur on the following dates:

Any use of trademarks, trade names and logos (the "Marks") of Harley-Davidson Motor Company and H.O.G. in connection with the Event are subject to the prior approval of H.O.G., which approval, if granted at the sole discretion of H.O.G., shall constitute a limited license to use the Marks solely in connection with the promotion and conduct of the Event.

The receipts generated by the Event shall be the sole property of the Charity.

The duties and responsibilities of the Chapter in connection with the conduct of the Event shall be:

The duties and responsibilities of the Charity in connection with the Event shall include:

1. All accounting, banking and related financial responsibilities relating to the Event.
2. Compliance with any and all revenue reporting requirements, to include timely preparation and filing of sales, use and income tax returns.
3. Timely payment of any and all sales, use and income taxes.
4. Procuring all licenses and permits required to lawfully conduct the Event.
5. Payment of all reasonable and necessary expenses incurred in connection with promoting and conducting the Event,
6. Procuring liability insurance on the Event in minimum aggregate limits of One Million (\$1,000,000) Dollars, which policy of liability insurance shall list Chapter as an Additional Insured. Charity shall provide Chapter with evidence of insurance and Chapter's insured status prior to the Event.

FOR THE CHAPTER:

(Signature and Title)

(Date)

FOR THE CHARITY:

(Signature and Title)

(Date)

MINOR'S ASSUMPTION OF RISK ACKNOWLEDGMENT

NAME OF EVENT _____ DATE _____

LOCATION _____

I have obtained my parent's consent to participate in the **ACTIVITIES** conducted over the course of the above **EVENT(S)** and/or enter into restricted areas. I understand that I am assuming all of the risks of personal injury which might occur during the **EVENT ACTIVITIES** and I state the following:

1. Both my parents and I believe I am qualified to participate in the **EVENT ACTIVITIES** and/or enter into restricted areas established in connection with the **EVENT ACTIVITIES**. I will inspect the area and equipment and if, at any time, I feel anything to be unsafe, I will immediately leave and refuse to participate further in the **EVENT ACTIVITIES**.
2. I understand that the **EVENT ACTIVITIES MAY BE VERY DANGEROUS AND INVOLVE RISKS AND DANGERS OF MY BEING SERIOUSLY INJURED OR HURT, MY BEING PARALYZED OR KILLED.**
3. I know that these risks and dangers may be caused by my own actions or inaction, the action or inaction of others participating in the **EVENT ACTIVITIES**, the rules of the **EVENT ACTIVITIES**, the condition and layout of the premises and equipment, or the negligence of others, including those persons responsible for conducting the **EVENT ACTIVITIES**.

I HAVE READ THE ABOVE ASSUMPTION OF RISK ACKNOWLEDGMENT, UNDERSTAND WHAT I HAVE READ, AND SIGN IT VOLUNTARILY.

SIGNATURE OF MINOR PARTICIPANT

DATE

PRINTED NAME OF MINOR PARTICIPANT

AGE



OFFICER/SECONDARY CHAPTER MAILING ADDRESS CHANGE FORM

Chapter Name

Chapter Number _ _ _ _

Secondary Chapter Mailing Address

Complete only if address is changing

Address is Director's Address is Other

Street Address: _____

City: _____

P.O. Box: _____ State: _____ Zip: _____

Complete only for the officers who are being added or changed

Director: _____

HOG #: _____ Home Phone: (____) _____

Assistant Director: _____

HOG #: _____ Home Phone: (____) _____

Treasurer: _____

HOG #: _____ Home Phone: (____) _____

Secretary: _____

HOG #: _____ Home Phone: (____) _____

Activities Officer: _____

HOG #: _____ Home Phone: (____) _____

L.O.H. Officer: _____

HOG #: _____ Home Phone: (____) _____

Road Captain: _____

HOG #: _____ Home Phone: (____) _____

Editor: _____

HOG #: _____ Home Phone: (____) _____

Safety Officer: _____

HOG #: _____ Home Phone: (____) _____

Photographer: _____

HOG #: _____ Home Phone: (____) _____

Historian: _____

HOG #: _____ Home Phone: (____) _____

Membership Officer _____

HOG #: _____ Home Phone: (____) _____

Webmaster _____

HOG #: _____ Home Phone: (____) _____

If you have read the Annual Charter for H.O.G. Chapters and agree to operate in accordance with it and the above changes are correct, sign below

DEALER SIGNATURE: _____ DATE: _____

DIRECTOR SIGNATURE: _____ DATE: _____

OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:

Please select one bike as your favorite and write that number in the box above.

(Each rally participant is entitled to ONE vote)



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Please select one bike as your favorite and write that number in the box above.

(Each rally participant is entitled to ONE vote)

TALLY SHEET



RULES FOR RALLY POKER RUN USING MULTIPLE STOPS

1. No duplicate cards can be used. Participants must draw an additional card if an identical card is drawn.
(EXAMPLE: If an Ace of Spades is picked at the second stop and an Ace of Spades is picked at the fourth stop, the participant must pick another card at the fourth stop.)
2. If allowing participants to play more than one hand, the participant must present the appropriate Poker Hand Tally Sheet to be marked **BEFORE** each card is drawn.
3. Rules in case of a tie: _____
4. All decisions by the judges are **FINAL!**
5. Latest possible return time: _____

Please **PRINT** Name: _____

Address: _____

City/State/Zip _____

H.O.G. Number _____ Phone Number (_____)

Chapter _____

	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAL HAND
♥														
♦														
♣														
♠														

Possible Poker Hands

- | | | | | |
|-------------------|---------------|--------------------|--------------|-----------------------------|
| 1. Straight Flush | 3. Full House | 5. Straight | 7. Two Pairs | 9. No Pair, less than above |
| 2. Four of a Kind | 4. Flush | 6. Three of a Kind | 8. One Pair | |



TALLY SHEET

RULES FOR PICKING ALL 5 CARDS FROM A SINGLE DECK AT ONE LOCATION

1. You must pick your poker hand one card at a time and lay the cards face up on the table. No duplicate cards can be used. Participant must draw additional card if an identical card is drawn.
2. If allowing participants to play more than one hand, the participant must present the appropriate Poker Hand Tally Sheet to be marked **BEFORE** each card is drawn.
3. Rules in case of a tie: _____
4. All decisions by the judges are **FINAL!**

Please **PRINT** Name: _____

Address: _____

City/State/Zip _____

H.O.G. Number _____ Phone Number (____) _____

Chapter _____

	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAL HAND
♥														
♦														
♣														
♠														

Possible Poker Hands

- | | | | | |
|-------------------|---------------|--------------------|--------------|-----------------------------|
| 1. Straight Flush | 3. Full House | 5. Straight | 7. Two Pairs | 9. No Pair, less than above |
| 2. Four of a Kind | 4. Flush | 6. Three of a Kind | 8. One Pair | |

Judges Evaluation Sheet

CLASS #

LIC. #

TOTAL POINTS

PAINT:

Overall design and finish quality.

1 2 3 4 5 6 7 8 9 10

PLATING/POLISHING:

Finish quality, etching and balance of components.

1 2 3 4 5 6 7 8 9 10

SEAT:

Style, comfort, materials, and other upholstered components.

1 2 3 4 5 6 7 8 9 10

ENGINEERING:

Innovation, safety, performance, handling, and braking.

1 2 3 4 5 6 7 8 9 10

STREET FUNCTION:

Overall ride-ability, drive-ability, and vehicle requirements.

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

PRO CLASSES: Are for vehicles created by motorcycle dealers, professional builders and other special interest entries. When the following is represented: Customization is at a high level. Everyday street function is a lower priority.

STYLE:

Overall impression of vehicle, balance of components, and finishes.

1 2 3 4 5 6 7 8 9 10

SHOW CUSTOM:

1 2 3 4 5 6 7 8 9 10

PRO CUSTOM:

1 2 3 4 5 6 7 8 9 10

ANTIQUE CLASS:

Judged exclusively on their original or restored to original merit.

1 2 3 4 5 6 7 8 9 10

RADICAL CUSTOM:

1 2 3 4 5 6 7 8 9 10



RIDE-IN SHOW ENTRY SHEET

(Bike must be ridden to the rally. Trailered
bikes not eligible except in pro-class.)

MUST BE A HARLEY-DAVIDSON MOTORCYCLE

Event _____ Dates _____
Class # _____ License Number _____
Year/Model _____
Owner _____ H.O.G. # _____
Address _____
City _____ State _____ Zip _____
Chapter _____

Official Use Only	
• Paint _____	
• Plating/Polishing _____	
• Engineering _____	
• Street Function _____	
• Seat _____	
• Style _____	
<input type="text"/>	<input type="text"/>
Total Points	Judges' Initials
Comments:	



RIDE-IN SHOW ENTRY SHEET

(Bike must be ridden to the rally. Trailered
bikes not eligible except in pro-class.)

MUST BE A HARLEY-DAVIDSON MOTORCYCLE

Event _____ Dates _____
Class # _____ License Number _____
Year/Model _____
Owner _____ H.O.G. # _____
Address _____
City _____ State _____ Zip _____
Chapter _____

Official Use Only	
• Paint _____	
• Plating/Polishing _____	
• Engineering _____	
• Street Function _____	
• Seat _____	
• Style _____	
<input type="text"/>	<input type="text"/>
Total Points	Judges' Initials
Comments:	

Ride-In Show Participants Information Sheet

Description:

Enter motorcycle in the show to be judged.

Awards:

First Place and two runner-up awards for each class.

Rules:

- Motorcycle must be ridden past the registration table.
- Participants must place their motorcycle into the class indicated by the judges (one class per motorcycle).
- Participant's motorcycle must stay in the show until after the awards.
- Finalist must stage their motorcycles as instructed for awards presentation.
- **All decisions by the judges are final.**

SUGGESTED CLASSES

CLASS	DESCRIPTION
1.) Antique I	Models 1903-1947
2.) Antique II	Models 1948-1983
3.) Big Twin FL/FX Rigid Mount	Models with stock frames with no windshield or fairing.
4.) Big Twin FX Rubber Mount	Models with stock frames with no windshield or fairing.
5.) Big Twin FL Rubber Mount	Models with stock frames with no windshield or fairing.
6.) Sidecar	H-D sidecar models only.
7.) Sidecar	Non H-D sidecar models.
8.) Sportster	Models with stock frames.
9.) Sport Touring Rubber Mount	FLHR, FXRT, FXDXT, FLT and all sport models with windshield and saddle bags
10.) Sport Touring Rigid Mount	FLST, FLSTC, FLSTN, FLSTSC and all sport models with windshield and saddle bags.
11.) Touring	FLHS, FLHR, FLT and all sport models with fairing and saddle bags.
12.) Full Dresser	FLT and FLH Models with fairing tour-pak and saddle bags.
13.) Buell®	All models.
14.) VRSC	All models.

SUGGESTED CLASSES (Continued)

CLASS	DESCRIPTION
15.) Trikes	H-D engine.
16.) Show Custom	Rubber or rigid mount with stock frames with a high level of customization, including sheet metal, wheels, brakes, and upholstery
17.) Radical Custom	Rubber or rigid mount with structurally (geometrically) modified frames, and with a high level of customization, including sheet metal, wheels, brakes, and upholstery
18.) Pro Custom	Rubber or rigid mount with modified H-D engine, crankcase, structurally (geometrically) modified frames. These bikes are created by dealers, professional builders and other special interests where the amount of sophistication or customizaation, in the opinion of the judges is at a very high level and emphasis on everyday street function is low priority.



**“Schedule of Pre-Approved Chapter Activities”
HARLEY OWNERS GROUP
Effective 11/01/08**



NOTE: Insurance coverage is limited to **CLOSED EVENTS** and **H.O.G. MEMBER EVENTS** only. **OPEN EVENTS ARE NOT AUTOMATICALLY COVERED.** (Refer to the, “Annual Charter for H.O.G. Chapters”, Article XVI, 5). Refer to “**Chapter General Liability and Insurance Program, Tier II**”, for information on applying for non-approved or open activity coverage.

Auctions	(Auction activity is covered. Items auctioned are not covered.)
Bike Blessings	
Bike Shows	(displays, ride in shows)
Bike Wash	
Bingo	(traditional)
Carnival Games	(See “ Exclusions ”, “ Chapter General Liability Insurance Program ”).
Chapter Meetings	(officer meetings, general membership meetings, business meetings)
Chapter Rides	(rides which are determined in advance by the Chapter to be a Chapter ride with a defined beginning and ending point, including dinner rides, scheduled meeting rides, organized rides before and after meetings which are generally available to all chapter members)
Charity Rides	(chapter organized rides which are <u>NOT</u> open to the general public, such as a pledge ride, expressly for the purpose of raising charitable funds)
Children's Activities	(non-motorized children's activities such as arts and crafts, bicycle demos, children's games)
Craft Shows	(finished products)
Drill Teams	(organized slow-speed precision group riding with regular practice sessions and demonstrations)
Field Events	(as defined in current H.O.G. Chapter Handbook)
Flea Markets	
Food Fund Raisers	(chili cook-off, bake sales, pot luck dinners, pancake breakfasts)
New Chapter Member Rides	(orientation to new chapter members of chapter's group riding policies)
Observation & Scavenger Rides	(chapter organized rides with a specified beginning and ending time)
Picnics	
Poker/Dice Runs	(chapter organized rides with a specified beginning and ending time)
Rider Safety Courses	(only MSF approved riding courses/seminars scheduled by the chapter and taught by an MSF certified instructor, such as the experienced rider course)
Seminars	
Social Gatherings	(such as dances, holiday parties, receptions)
Sports	(non-motorized, non-contact sports in conjunction with chapter events)

IMPORTANT NOTE: See also, **Excluded Activities**, listed in “**Chapter General Liability Insurance Program**”. Excluded Activities are not covered.

STAFF VOLUNTEER SIGN-UP



Activity _____	Location _____
Day/Date _____	
Report Time _____	End Time _____
Supervisor _____	Phone # _____
Number of Volunteers Needed _____	

Volunteer	H.O.G. #	Phone #
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
11 _____	_____	_____
12 _____	_____	_____
13 _____	_____	_____
14 _____	_____	_____
15 _____	_____	_____