

A group of motorcyclists is riding down a winding asphalt road that curves through a dense forest. The road is lined with tall trees, and sunlight filters through the leaves, creating dappled shadows on the pavement. The motorcyclists are spread out along the road, with some in the foreground and others further back. They are wearing helmets and riding various styles of motorcycles, including cruisers and sport bikes. The overall scene conveys a sense of adventure and camaraderie.

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

# **H.O.G.® CHAPTER HANDBOOK**

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# H.O.G.<sup>®</sup> CONTACT INFORMATION

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## H.O.G.<sup>®</sup> OFFICE

Call with questions concerning H.O.G.  
membership benefits and programs,  
membership renewals  
and H.O.G. events .....

1 800 464 258 (AUST) 0 800 464 258 (NZ)

E-Mail: [hogau@harley-davidson.com](mailto:hogau@harley-davidson.com)

H-D Website: [www.harley-davidson.com](http://www.harley-davidson.com)

H.O.G. Website: [members.hog.com](http://members.hog.com)

Address: PO Box 704  
Chatswood NSW 2057  
Australia

## H.O.G. TEAM

Gaz Luxmoore

Customer Experience Manager

+ 61 2 9886 0684

Email: [garry.luxmoore@harley-davidson.com](mailto:garry.luxmoore@harley-davidson.com)

## REGIONAL DIRECTORS

Please contact the Customer Experience Manager for information.

## HARLEY-DAVIDSON AUSTRALIA

PO Box 133

North Ryde BC NSW 1670

Australia ..... +61 2 9886 0600

.....Fax: +61 2 9886 0699

## HARLEY-DAVIDSON MOTOR COMPANY

PO Box 653

Milwaukee, WI 53201 ..... +1 414-342-4680

email: [hogap@harley-davidson.com](mailto:hogap@harley-davidson.com)

# BEST PRACTICES

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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 Regional Director or Customer Experience Manager.



# H.O.G.<sup>®</sup> MEMBERSHIP

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# H.O.G.<sup>®</sup> MEMBERSHIP

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Come along for the ride or make H.O.G.<sup>®</sup> 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.<sup>®</sup>

### FULL LIFE MEMBERSHIP

Full life members are entitled to all 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.<sup>®</sup> New Bike Purchase Program

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

#### H.O.G.<sup>®</sup> 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<sup>®</sup> motorcycle. Local Chapter membership dues aren't included with automatic membership.

# H.O.G.<sup>®</sup> MEMBERSHIP

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## 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. Memberships are non-refundable and non-transferable.

## LOCAL CHAPTER MEMBERSHIP

All H.O.G.<sup>®</sup> 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 membership. An expired 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 not meet the dealership's standards or vision. The sponsoring dealership has the right to refuse local Chapter membership applications.

# H.O.G.<sup>®</sup> 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](http://members.hog.com).
- A new *Chapter Membership Enrollment Form and Release* must be completed each calendar year.
- A separate Chapter membership application form is needed for each member, whether rider or passenger.
- Only current H.O.G.<sup>®</sup> members may join a local Chapter.

There are several ways to verify H.O.G.<sup>®</sup> membership:

- Examine member's current H.O.G.<sup>®</sup> card.
- Have the person join H.O.G.
- Look up on the Chapter Officer section on [members.hog.com](http://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](http://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 ENROLMENT



#### CHAPTER MEMBERSHIP

#### ENROLMENT FORM AND RELEASE ("ENROLMENT AND RELEASE")

CHAPTER NAME \_\_\_\_\_

SPONSORING DEALER \_\_\_\_\_

MEMBER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/POST CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ BIRTHDAY \_\_\_\_\_

INT'L H.O.G. MEMBER NUMBER \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

I have read the Annual Licence 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 -

In consideration for the opportunity of enrolling as a Chapter member, I agree that the Sponsoring Dealer, Harley Owners Group (H.O.G.), Harley-Davidson Australia Pty Limited, Harley-Davidson, Inc., its affiliates and subsidiaries, Harley-Davidson Motor Company, my Chapter, and their respective officers, directors, employees and agents (hereinafter, the "RELEASED PARTIES") shall, to the extent permitted by law, not be liable or responsible for injury to me (including paralysis or death) or loss or damage to my property arising from or in connection with any H.O.G. or H.O.G. chapter activities, "Rides", "Poker Runs", "Rallies", "Field Meets", or any other activities or events (hereinafter, "EVENT(S)") or resulting from acts or omissions occurring during the performance of the duties of the "RELEASED PARTIES", even where the damage, loss 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 "EVENT(S)" and I assume all risks of injury and damage arising out of the conduct of such "EVENT(S)". I waive, release, discharge and hold the "RELEASED PARTIES" harmless from and against any and all injury, loss or damage to my person or property, and from and against any and all claims, demands, rights, losses (including loss of profits), damages, costs or expenses (including legal fees and costs of investigation), liabilities or causes of action of any kind whatsoever, which may in any way arise out of or in connection with my participation in any "EVENT(S)". I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE "RELEASED PARTIES" FOR ANY INJURY, LOSS OR DAMAGE TO MYSELF OR MY PROPERTY OR FOR ANY OTHER CLAIMS ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID "EVENT(S)". Without limiting the foregoing, and to the extent permitted by law, I agree that the "RELEASED PARTIES" will not be liable to me or to any other person for my or any other person's death or personal injury arising out of or relating in any way to a breach of warranty implied by section 74 of the Australian Trade Practices Act 1974 (Cth) in relation to the supply by any of the "RELEASED PARTIES" of recreational services. By signing this Enrolment and Release, I certify that I have read this Enrolment and Release and fully understand its contents 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 Licence for H.O.G. Chapters", as contained in the International H.O.G. Chapter Handbook.)

RETURN THIS FORM TO YOUR CHAPTER

# H.O.G.<sup>®</sup> MEMBERSHIP

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## 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 realise they're boring, and could be made prettier or remotely more interesting by oh, let's see ... changing the font, adding H.O.G.<sup>®</sup> 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 capitalised) 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.<sup>®</sup> MEMBERSHIP

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## H.O.G.<sup>®</sup> MEMBER BENEFITS

Details on the H.O.G.<sup>®</sup> member benefits listed below can be found in the *H.O.G.<sup>®</sup> Benefits Guide*.

- Membership Card
- Embroidered H.O.G. Patch
- Bronze H.O.G. Pin
- ABCs of Touring
- Chapters
- Events
- Harley-Davidson Authorized Rentals
- Harley Assist
- Harley-Davidson Museum
- HOG<sup>®</sup> Magazine
- H.O.G. Merchandise
- Ladies of Harley
- Member Services Center
- [members.hog.com](http://members.hog.com)
- Mileage Program
- Motorcycle Shipping
- Safe Rider Skills Program
- 10- and 25-Year Member Recognition

# CHAPTER OFFICER DESCRIPTIONS

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## SPONSORING DEALER

Each H.O.G.® chapter must be sponsored by an authorised Harley-Davidson® dealer.

### **Responsibilities:**

- Promotes H.O.G. and the H.O.G. chapter to potential members.
- Abides by the "Annual Licence for H.O.G. Chapters" and all H.O.G. operating policies.
- Ensures that the chapter operates in accordance with the "Annual Licence for H.O.G. Chapters" and H.O.G. operating policies.
- Signs annual H.O.G. Chapter Licence Application and ensures it is received in the H.O.G. office by 31 December.
- Ensures the chapter complies with all corporate state/national annual filing requirements.
- Approves all chapter publications.
- Approves chapter custom T-shirt orders.
- Approves any local chapter by-laws (along with the H.O.G. Office).
- Contacts the Customer Experience Manager (C.E.M.) prior to disbanding a chapter.
- Contacts the C.E.M. prior to starting a chapter.
- Approves all fund-raisers.

### **The Sponsoring Dealer may:**

- Determine how the chapter officers are chosen and the length of their term.
- Suspend or revoke membership to the local chapter.
- Rescind chapter sponsorship at their discretion.
- Establish chapter dues in accordance with the charter.
- Assume any, or all, officer positions.

# CHAPTER OFFICER DESCRIPTIONS

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## DIRECTOR

### **Responsibilities:**

- Works with the Sponsoring Dealer to uphold the "Annual Licence for H.O.G. Chapters" and H.O.G. operating policies.
- Assumes overall responsibility for the administration of the H.O.G. chapter and implementation of Harley Owners Group policies.
- Signs annual H.O.G. Chapter Licence Application and ensures it is received in H.O.G. office by 31 December.
- If chapter is incorporated, ensures chapter complies with all corporate state annual filing requirements, if applicable.
- Promotes H.O.G. and the H.O.G. chapter to potential members.
- Conducts chapter meetings.
- Coordinates chapter officer responsibilities.
- Ensures that risk management requirements pertaining to the Chapter, including procurement of necessary release forms, are met for all chapter activities.
- Verifies that chapter T-shirt guidelines are followed.
- Ensures that all trademark requirements are met.
- Ensures that chapter merchandise orders are supplied to the Sponsoring Dealer.
- Ensures Chapter Officer News® is available to all fellow officers.
- Routes H.O.G. correspondence to fellow officers and to membership, as requested.

# CHAPTER OFFICER DESCRIPTIONS

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## ASSISTANT DIRECTOR

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Assists the Director as requested.
- Promotes H.O.G. and the H.O.G. chapter to potential members.
- Informs chapter members of H.O.G. programs and benefits. The following officers should assist you in this function:
  - LOH® Officer - Ladies of Harley program
  - Safety Officer - Motorcycle safety programs and Safe Rider Skills program.
  - Photographer
- Conducts new member orientation.
- Act as H.O.G. State Rally Liaison and shall ensure that information regarding H.O.G. State Rallies is communicated to the Chapter membership.

# CHAPTER OFFICER DESCRIPTIONS

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## TREASURER

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Manages all chapter funds.
- Oversees the preparation of chapter federal, state and local tax returns where applicable.
- Reports financial transactions to members monthly.
- Ensures that any charitable contributions are managed according to H.O.G. guidelines.
- Maintains a running comparison of current year chapter finances with prior year chapter finances for presentation at Annual Meeting.

# CHAPTER OFFICER DESCRIPTIONS

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## SECRETARY

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Oversees the administrative needs of the chapter:
  - Keeps minutes of all chapter meetings, including "Annual Chapter Business Meeting".
  - Ensures that all insurance requirements are met.
- Oversees Membership Officer position to:
  - Ensure that chapter members have current H.O.G. memberships.
  - Enroll new chapter members.
  - Administers annual chapter member renewal process.
  - Ensure that the most current officer and chapter address information is on file with H.O.G.
  - Maintain annual Chapter Membership Enrollment Form and Release on file for each member.
- Submits the following forms/reports to H.O.G.:
  - H.O.G. Chapter Licence Application (once a year, by 31 December).
  - Other reports and forms as requested.
- Obtains, files and maintains records of all insurance forms, including release and injury report forms.
- Administers the annual chapter business meeting.
- Submits corporate state annual report to proper state office (or chapter attorney), if applicable.

# CHAPTER OFFICER DESCRIPTIONS

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## ACTIVITIES OFFICER

### **Responsibilities:**

- Assists the Sponsoring Dealer and chapter director in upholding the "Annual Licence for H.O.G. Chapters".
- Oversees the administration of chapter events.
- Recruits and instructs volunteers for chapter activities.

Suggestion: Survey chapter members on the types of activities that interest them, and ask if they are willing to volunteer. If and when those activities are held, notify the members who showed a special interest.

- Ensures that all insurance concerns and requirements are met for chapter events.
- Oversees the collection of appropriate release forms for chapter events.
- Assists the Director and Secretary with the implementation of the Risk Management program, including procurement of release forms.

# CHAPTER OFFICER DESCRIPTIONS

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## LADIES OF HARLEY® OFFICER (LOH)

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Encourages women members to take an active part in the chapter.
- Answers questions about the Ladies of Harley program.
- Informs members of LOH benefits and activities.
- Coordinates LOH chapter activities.

Remember: Ladies of Harley is another benefit of membership, not a separate organisation within H.O.G. or local chapters. Ladies of Harley was established to help women become more active members of H.O.G. and their existing local chapter. You cannot open a separate Ladies of Harley chapter nor offer activities exclusive to LOH members. You can, of course, organise events that may be more appealing to the LOH members, but all members must be welcome.

Suggestion: More women than ever before are enjoying the sport of motorcycling. With your help, Ladies of Harley will continue to serve members' needs in the future. Remember, many times, people who are not familiar with motorcycling may not feel comfortable attending meetings. Form a "welcoming committee" for new members to make them feel right at home.

# CHAPTER OFFICER DESCRIPTIONS

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## ROAD CAPTAIN

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Assists in planning routes for chapter rides.
- Assists in keeping the chapter informed of all H.O.G. programs.
- Educates chapter members about group riding techniques.
- Informs chapter members of any hand signals used by the chapter on group rides.
- Assists in obtaining signed release forms for chapter rides.
- Acts as a guide for organised chapter rides.

# CHAPTER OFFICER DESCRIPTIONS

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## EDITOR

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Authors, edits and facilitates the distribution of chapter publications, including the chapter newsletter.
- Presents any chapter publications (written, electronic, oral, etc.) to the Sponsoring Dealer for approval prior to their use.
- Organises and assembles written material for the chapter.
- Submits chapter events on-line at <http://members.hog.com> for listing on the Chapter Events List.
- Submits chapter suggestions to the Chapter Officer News®.
- Informs chapter members of chapter activities by printing them in the chapter newsletter.
- Work with Webmaster to ensure the same information is being communicated to all chapter members.
- Promotes H.O.G.'s fun, family-oriented philosophy in all chapter publications.
- Sends a copy of all publications to the H.O.G. office.

### **The Editor may:**

Select information from the Chapter Officer News and HOG® magazine and reprint it in the chapter newsletter.

# CHAPTER OFFICER DESCRIPTIONS

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## SAFETY OFFICER

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Provides Motorcycle Safety Foundation type information to members.
- Educates members about the Safe Rider Skills program.
- Assists the Road Captain in planning routes for chapter rides.
- Assists the Road Captain in educating members about group riding techniques.
- Assists the Road Captain in informing chapter members of any hand signals used by the chapter.
- Assists in the collection of signed release forms.

# CHAPTER OFFICER DESCRIPTIONS

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## PHOTOGRAPHER

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Takes and organises chapter photos for chapter publications, HOG® magazine and a chapter history album.
- Submits chapter photo to HOG® magazine when requested.

# CHAPTER OFFICER DESCRIPTIONS

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## MEMBERSHIP OFFICER

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Ensures that chapter members have current International H.O.G. memberships.
- Enrolls new members into chapter.
- Administers annual chapter member renewal process.
- Works with chapter secretary to ensure the annual Chapter Membership Enrollment Form and Release is on file for each member.
- Maintain membership changes online in the Chapter Officer Section of [members.hog.com](http://members.hog.com).

# CHAPTER OFFICER DESCRIPTIONS

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## WEBMASTER

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Authors, edits and updates the chapter web site.
- Follows Internet requirements.
- Presents any potential web site information to the Sponsoring Dealer for approval prior to use. If the Sponsoring Dealer has a home page, discuss linking the chapter home page to the Dealer's.
- Includes official chapter name and number on all material published by the chapter.
- Works with the Chapter Editor to ensure the same information is being communicated to all chapter members and does not rely on the Internet as sole means of chapter communication.
- Organises and assembles electronic information for the chapter.
- Informs chapter members of chapter activities by including in the chapter web site.
- Promotes H.O.G.'s fun, family-oriented philosophy in all web site material.
- Acts as caretaker for chapter by protecting chapter members privacy by not revealing personal chapter member or private chapter information on the chapter web site.
- Submits chapter web site to H.O.G. for listing on <http://members.hog.com> and the h-d dealer locator.

### **The Webmaster may:**

Select information from the Chapter Officer News and HOG® magazine and reprint it on the chapter web site.

# CHAPTER OFFICER DESCRIPTIONS

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## HISTORIAN

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Licence for H.O.G. Chapters".
- Organises written accounts of chapter activities, records names of chapter officers, notes membership levels, etc.
- Organises photos of chapter activities, officers, members, etc.

### **The Historian may want to:**

- Work with the chapter Photographer or other members to assemble a collection of photos and materials that document the life of the chapter.
- Create a permanent history of the chapter that can be stored in a "chapter library" at the dealership.
- Assemble historic material that may be utilised in articles for both the chapter publications and HOG® magazine.

### **Suggestions:**

- Occasionally, do a one, two or five-year "on this date" feature in the chapter publication.
- Display the chapter history book at as many chapter events as possible.
- Seek articles and photos from chapter members. This adds a variety of perspectives and lightens your workload.
- Publish history submissions in the newsletter and permanently archive them in the chapter history book.
- Be creative; it's your history.

# H.O.G. OFFICER TRAINING (H.O.T.)

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## **H.O.G. Officer Training**

H.O.G. Officer Training (H.O.T.) was created in 1995 to help chapter officers excel at their duties. H.O.T. takes a more focused look at some of the topics covered in this handbook. Aimed at Sponsoring Dealers, Chapter Directors, Assistant Directors, Secretaries and Treasurers, as well as aspiring committee members, H.O.T. is H.O.G.'s one chance to get important, timely information directly to the local chapter leadership.

As a forum where chapter officers from all over the markets get together and receive communication directly from H.O.G., H.O.T. includes both formal training and plenty of time for informal networking. H.O.G. Staff are present at the training to answer your questions and catch up on the news in your region.

Training topics have included Liability and Risk Management, Chapter Financial Management and Volunteer Management. As the needs and concerns of chapter officers evolve, so does the curriculum at H.O.T.

## **Attending H.O.T.**

H.O.T. is announced in Chapter Officer News® and by a direct mail invitation. Dates and registration information are printed and distributed in plenty of time for you to plan a trip to H.O.T. It's very important that committee members and aspiring committee members and dealer Chapter Managers attend this training if at all possible.

Your annual Chapter Licence Renewal must be received by H.O.G. and processed through our system in order to register. Your Sponsoring Dealer has final say on which officers from your chapter attend.

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# ACTIVITIES & EVENTS

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## 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.

### ORGANISE

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 organiser, 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

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## 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.
- Recognise 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

## 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, plus Chapter number if desired.

*Middle:*

List event facts in a straightforward manner:

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

#### ABC CHAPTER



#### **Poker Run & Bike Raffle Sunday – June 12, 2014**

**Registration from 9:00 a.m. – 11:00 a.m.**

**Johnson Recreation Reserve  
1234 Jefferson Way, Auckland**

**Entry Fee is \$12.00**

**Door Prizes!!!**

**50/50 Drawing**

**Lunch will be provided**

**No alcohol, Please**

**For more information: Dealer Name 123-4567**

**[www.abcchapter.com](http://www.abcchapter.com)**

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

**Thanks to our sponsors:**

**ABC Harley-Davidson, Coca-Cola, Johnson Recreation Reserve**

*Bottom:*

List sponsors

(with logos if desired)

- H.O.G. is not a sponsor

# ACTIVITIES & EVENTS

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## 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 organisation 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 Licence* 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 authorised agents to produce those items.

# ACTIVITIES & EVENTS

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## 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

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## EVENT SUGGESTIONS

### BIKE SHOW

The 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 *Bike Show Participants Information Sheet* on page 19)

#### JUDGING EXAMPLES

Listed below are the many different ways to judge a 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 business people 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 - Bike Show Entry Sheet



## SHOW & SHINE 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 # \_\_\_\_\_ Rego Number \_\_\_\_\_

Year/Model \_\_\_\_\_

Owner \_\_\_\_\_ H.O.G. # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Chapter \_\_\_\_\_

### Official Use Only

- Paint \_\_\_\_\_
- Plating/Polishing \_\_\_\_\_
- Engineering \_\_\_\_\_
- Street Function \_\_\_\_\_
- Seat \_\_\_\_\_
- Style \_\_\_\_\_

**Total Points**

**Judges' Initials**

Comments:


# ACTIVITIES & EVENTS

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## EVENT SUGGESTIONS *(cont'd)*

### FORM - Bike Show Participants Information Sheet

#### **Bike 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.
- 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.) <b>Antique I</b>	Models 1903-1947
2.) <b>Antique II</b>	Models 1948-1983
3.) <b>Sidecar</b>	All models
4.) <b>Sportster</b>	All models
5.) <b>Touring</b>	All models
6.) <b>Buell®</b>	All models.
7.) <b>VRSC</b>	All models.
8.) <b>CVO</b>	All models.
9.) <b>L.O.H.</b>	All models.
10.) <b>Dyna</b>	All models.

# ACTIVITIES & EVENTS

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## 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)



# ACTIVITIES & EVENTS

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## OBSERVATION RUN/SELF-GUIDED TOUR

Observation Runs and Self-Guided Tours are excellent ways to get your Chapter members out on their Harley-Davidson motorcycles 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 recognisable 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 130 kilometres.

### SUGGESTIONS - Self-Guided Tour

- The start and finish line should be the same.
- Tour should not exceed 160 kilometres.
- Stops should be noted by name and clearly marked as to location (i.e., side of the street, mileage from start, etc.).

# ACTIVITIES & EVENTS

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## 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.
- The judge resolves all disputes. **The judge's decision is final.**

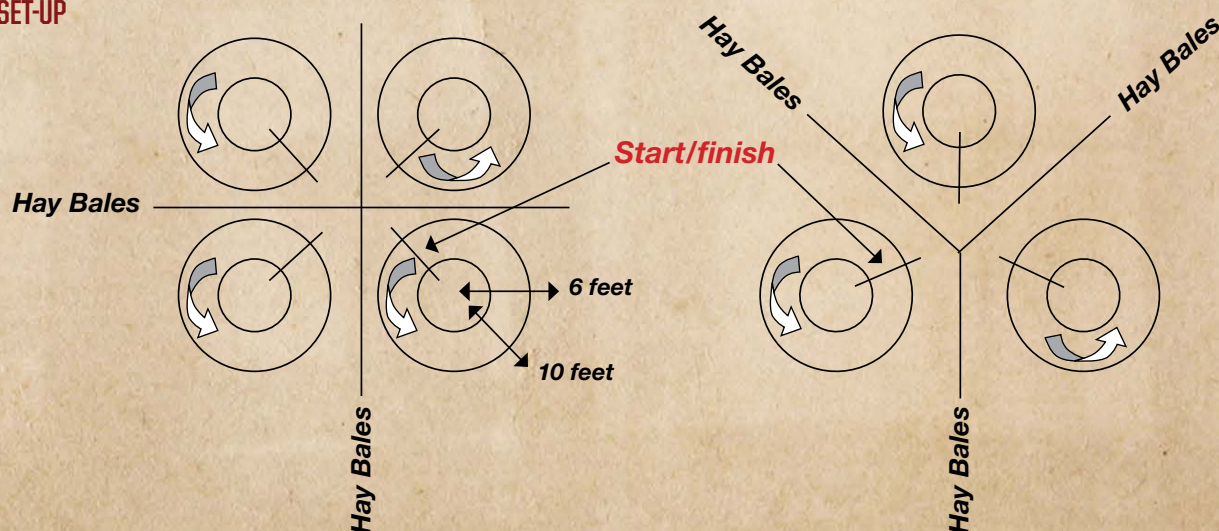
# ACTIVITIES & EVENTS

## 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

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## 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

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## 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 tyre 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 tyre hit on a "road kill."
- The judge resolves all disputes. **The judge's decision is final.**

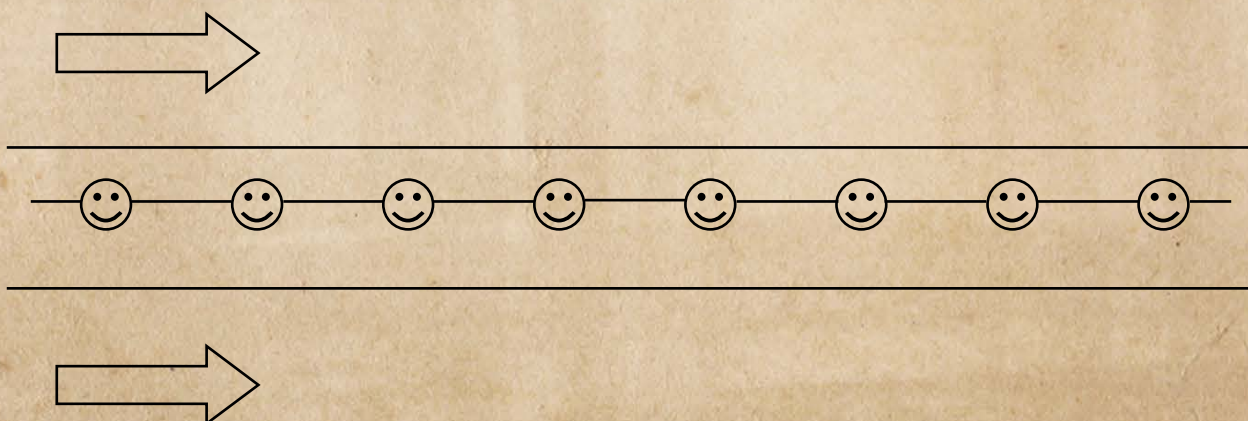
# ACTIVITIES & EVENTS

## 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

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## 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 tyre 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

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## WATER BALLOON SLING-SHOT

### SUPPLIES

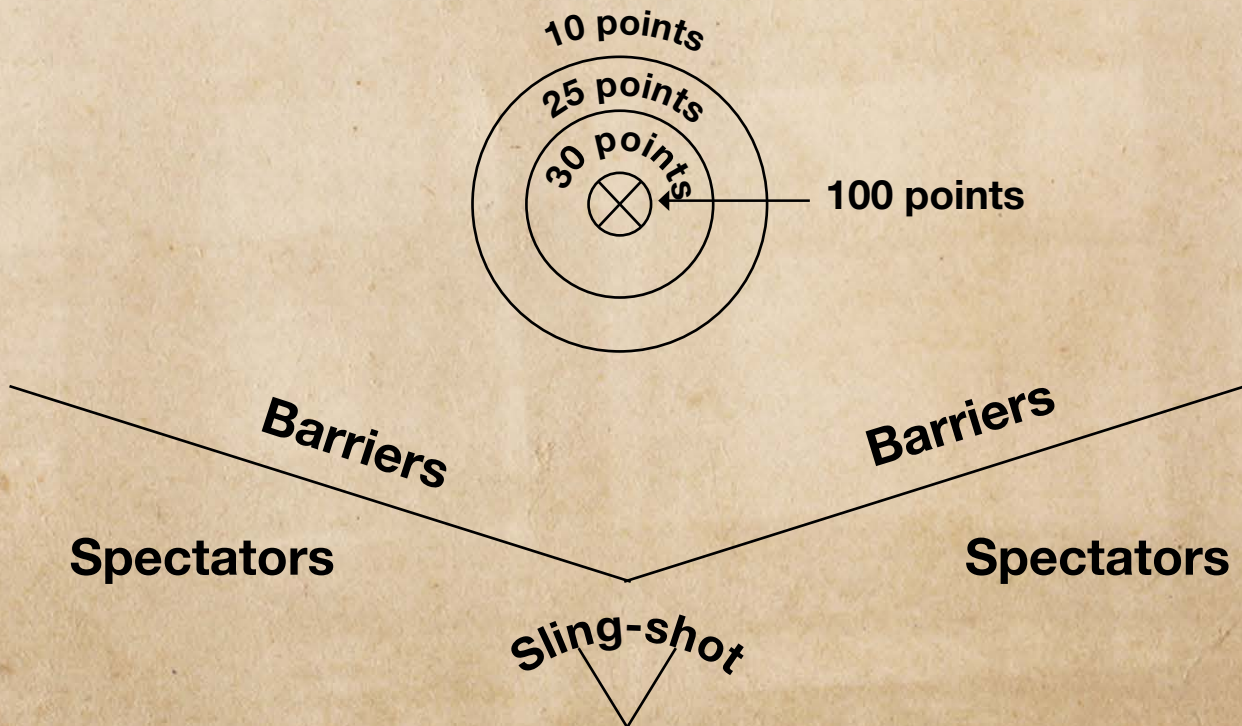
- Measuring tape
  - Commercial water balloon sling-shot
  - Target
  - Line markers (chalk, tape, etc.)
  - Barricades, crowd control tape, or some other form of crowd restraint
  - Water balloons (Water Grenade water balloons work well)
  - Cleaned garbage can (to hold the water balloons)
  - **Volunteers:** 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

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## 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

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## 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.
- The judge resolves all disputes. **The judge's decision is final.**

# ACTIVITIES & EVENTS

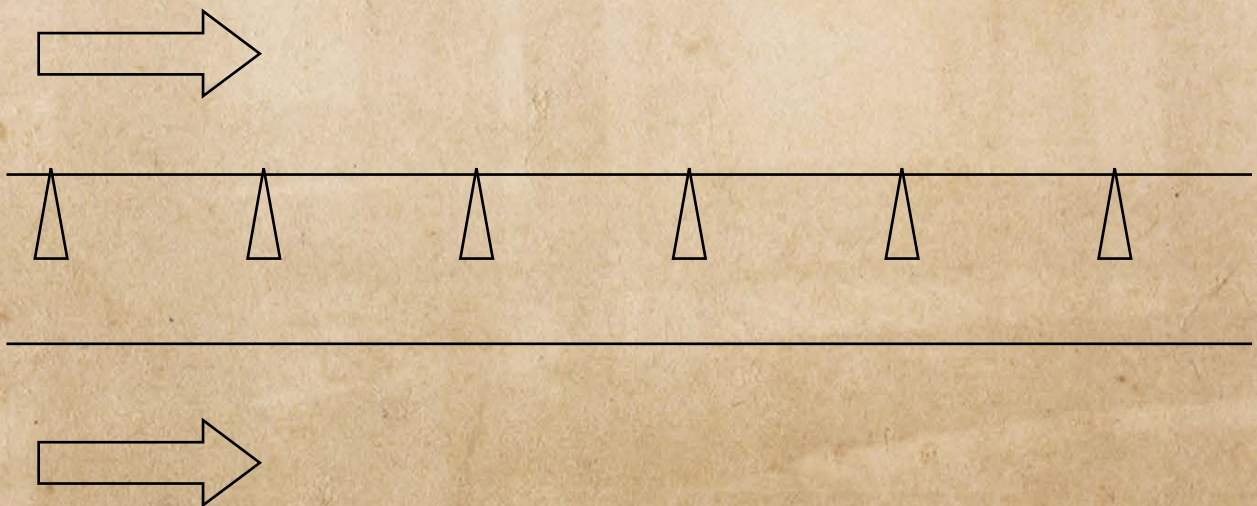
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## BALL DROP

### 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

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## 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

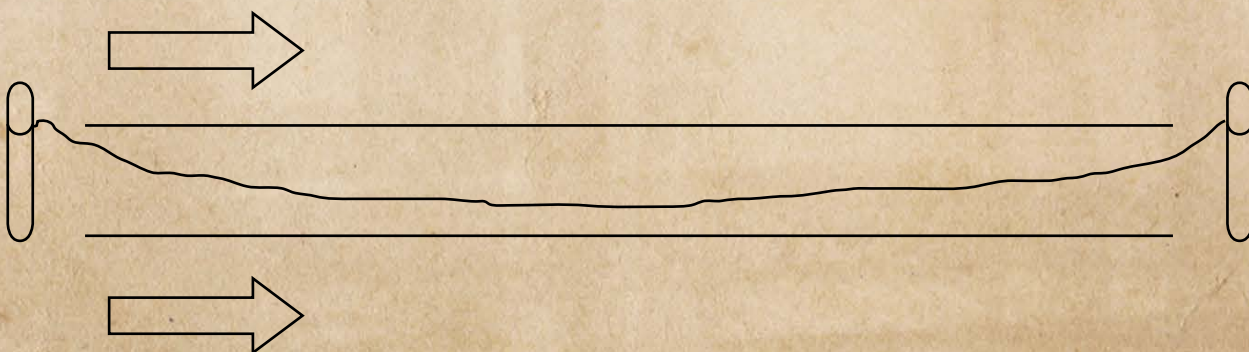
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## LAUNDRY DUTY

### 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

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## 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 tyre 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

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## 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.
- The judge resolves all disputes. **The judge's decision is final.**

# ACTIVITIES & EVENTS

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## 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.
- The judge resolves all disputes. **The judge's decision is final.**

# ACTIVITIES & EVENTS

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## 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.
- The judge resolves all disputes. **The judge's decision is final.**

# ACTIVITIES & EVENTS

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## TYRE TOSS

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

### SUPPLIES

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

### 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 tyres over the cones.
- Whoever gets the most tyres over the cones wins.
- Run another heat to break any ties.
- The judge resolves all disputes. **The judge's decision is final.**

# ACTIVITIES & EVENTS

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## 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.
- The judge resolves all disputes. **The judge's decision is final.**

# ACTIVITIES & EVENTS

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## 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.
- The judge resolves all disputes. **The judge's decision is final.**

# ACTIVITIES & EVENTS

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## 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.
- The judge resolves all disputes. **The judge’s decision is final.**

# ACTIVITIES & EVENTS

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## 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, socialise with your friends and maybe even win a little money (or a prize)!

### 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 Hayle* (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 50 and 120 kilometres 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 left 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														
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 <b>BEFORE</b> each card is drawn.														
3. Rules in case of a tie: _____														
4. All decisions by the judges are <b>FINAL!</b>														
5. Latest possible return time: _____														
Please <b>PRINT</b> 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								
Halm-jgd														

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 <b>BEFORE</b> each card is drawn.														
3. Rules in case of a tie: _____														
4. All decisions by the judges are <b>FINAL!</b>														
Please <b>PRINT</b> 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								
Halm-jgd														

# ACTIVITIES & EVENTS

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## 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

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## 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 tyre touches a lane marker or touches the finish line.
- The judge resolves all disputes. **The judge's decision is final.**

# ACTIVITIES & EVENTS

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## 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.
- The judge resolves all disputes. **The judge’s decision is final.**

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# CHAPTER BUSINESS

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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™**

**HARLEY OWNERS GROUP™**



# CHAPTER BUSINESS

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## 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 authorised 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 Licence 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 organisations.

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.

## CHAPTER CONTACT INFORMATION CHANGES FORM

During the course of the year, your Chapter may experience some officer turnover. When an officer changes or address changes, H.O.G.® needs to have current mailing information on hand. The *Chapter Contact Information Changes* form is designed to help you keep H.O.G.® current.

### FORM - Chapter Contact Information Changes

HARLEY OWNERS GROUP® CHAPTER CONTACT INFORMATION CHANGES <small>Australia / New Zealand</small>		
Chapter Name: _____		Chapter Number: _____
<b>CHAPTER MAILING ADDRESS</b>		
<small>COMPLETE ONLY IF THE ADDRESS IS CHANGING</small>		
Name: _____		
Street Address: _____		
Town/Suburb: _____	State: _____	Post Code: _____
<b>CHAPTER OFFICERS</b>		
<small>COMPLETE ONLY FOR THE OFFICERS WHO ARE BEING ADDED OR CHANGED</small>		
Sponsoring Dealer: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Director: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Assistant Director: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Treasurer: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Secretary: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Activities Officer: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
L.O.H. Officer: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Road Captain: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Editor: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Safety Officer: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Photographer: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Historian: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Membership Officer: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
Webmaster: _____	HOG #: _____	Mobile Phone: _____
	Email: _____	
<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, please sign below.</small>		
DEALER SIGNATURE: _____		DATE: _____
DIRECTOR SIGNATURE: _____		DATE: _____

# CHAPTER BUSINESS

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## CHAPTER OFFICER SECTION ON MEMBERS.HOG.COM

The chapter officer section at [members.hog.com](http://members.hog.com) has been available to chapter officers since 2002. We hope you are taking advantage of the services available to you and your chapter.

The officer section allows you to verify H.O.G. members, update your chapter membership report, learn about effective meetings, and download logos, forms and articles for your chapter newsletter.

To access the chapter officer sections, visit [members.hog.com](http://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 chapter licence 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), and the sponsoring dealer have the ability to make changes to the chapter membership report.

# CHAPTER BUSINESS

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## DEALER/CHAPTER MERCHANDISE PROGRAM

### 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.O.G., HOG or Harley Owners Group in text.
- 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 authorised source for the production of H.O.G.® Chapter shirts are licensees (see following page).

# CHAPTER BUSINESS

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## DEALER/CHAPTER MERCHANDISE PROGRAM

### CHAPTER PINS

The only pin allowed for chapters is the H.O.G. eagle logo with the chapter chevron above - must be enamel pin. The chapter chevron must contain the official chapter name.

### CHAPTER EVENT PINS / T-SHIRTS / PATCHES

Chapters can create custom artwork for a special event which must be approved by H.O.G.

### ORDERING PROCEDURES

These ordering procedures should be used when ordering custom items:

- Custom orders must be placed through the Sponsoring Dealer
- Custom chapter items are to be produced only by authorised licensees
- The only authorised sources for the production of H.O.G. chapter items are:

AUSTRALIA & NEW ZEALAND	U.S.A.
Leagues Pty Ltd & Custom Originals Australia Pty Ltd 70 Reserve Drive Mandurah WA 6210 FREE CALL 1800 825 450 Phone: +61 8 9583 4222 Fax: +61 8 9583 4288 www.theleagues.net	Norscot Group Inc 10510 N. Port Washington Rd Mequon, WI 53092-5500 USA Tel (1) 262 241 3313 Fax (1) 262 241 4904 email: hog@norscot.com www.norscot.com

# CHAPTER BUSINESS

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## CHAPTER NAME CHANGES

Chapter name changes are costly, administratively speaking. With more than 1,400 chapters worldwide, clerical work is endless, so the office staff must work as efficiently as possible. Therefore, some general guidelines apply to any name change request. Requests will be considered if:

- The sponsoring dealership is sold and the new owner changes the name.
- The current owner moves to a new town and wishes that the new city name be used.
- The current chapter name does not include the town name and the dealer would like it added.

If any of the above conditions exist and you feel a name change could benefit your chapter, have the Sponsoring Dealer contact the H.O.G. office.

# CHAPTER BUSINESS

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## LEGAL INFORMATION

It's no secret that the Harley Owners Group® and its local chapters have grown steadily since they were established. As we all know, growing up means added responsibilities. And while no one wants to get bogged down by the business and legalities of a H.O.G.® Chapter, there are some important things you should be aware of as a Chapter officer. After investigating the legal aspects of H.O.G. Chapter organisations, H.O.G. provides the following information and recommendations to help you run your Chapter in a manner that protects your interests and the interests of your Sponsoring Dealer and Harley-Davidson.

If you still have questions after reading this segment, contact the Customer Experience Manager.

### CHAPTER INCORPORATION

H.O.G. requires you and your Sponsoring Dealer to incorporate your Chapter and recommends that you use the following format:

- incorporated association (Australia)
- incorporated society (New Zealand)

As a general rule, when a group of people incorporate they transfer tax, regulatory and legal liability from themselves to the new corporation. Governments and the courts then generally hold the corporation, rather than its officers and members, responsible for tax compliance (filing and reporting), regulatory compliance (licenses and permits) and legal liability (personal injury and property damage). Although responsibility and liability cannot be predicted in every case, it is certain that incorporation provides a level of protection to Chapter officers and members that would not otherwise be available to them.

# CHAPTER BUSINESS

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## HOW TO INCORPORATE

H.O.G. recommends that the Chapter and the Sponsoring Dealer work together throughout the incorporation process. The Chapter and the Sponsoring Dealer should work together to select legal counsel, establish responsibility for the payment of incorporation costs and develop rules of association (constitution). Incorporation is not a difficult process once you obtain the right help. Here are some suggestions for incorporating your chapter.

- Obtain your Sponsoring Dealer's agreement to incorporate.
- Select an attorney. Incorporation isn't a do-it yourself project.
- Incorporate under the laws of your state; they're all different.
- Send your rules of association to the Customer Experience Manager.
- Seek competent accounting advice. Tax status and reporting requirements vary by state.
- Do not incorporate using a name that includes Harley-Davidson®. You must submit all proposed Chapter names to the H.O.G. Executive for approval prior to incorporation. Prior to incorporation you may also be required to register or reserve your selected name with the appropriate government body, for example the Department of Fair Trading.
- Use your approved Chapter name in connection with all Chapter events.

## INCORPORATED ASSOCIATION/SOCIETY

H.O.G. recommends that you incorporate as a not for profit corporation in the form of an incorporated association (Australia) or an incorporated society (New Zealand). The main documents your Chapter needs to operate as an incorporated association or an incorporated society are:

- Rules of association (one time)
- Objects (or purposes) of association (one time)
- Minutes (per meeting)

## RULES OF ASSOCIATION

H.O.G. has prepared a pro-forma set of rules of association which it requires Chapters to adopt in order to ensure consistency in how the Chapters are operated. Using these rules of association not only ensures that your Chapter will be in compliance with the Annual Charter for H.O.G. Chapters and H.O.G. operating policies, it may cut down on the work for which you'll need to pay a lawyer. Any amendments to the rules of association must be approved by the H.O.G. Executive, as well as by a special resolution of the Chapter. Any amendments must also be in accordance with the applicable laws governing incorporated associations or societies.

Contact the Customer Experience Manager to obtain a copy of the pro-forma Chapter Rules Of Association.

# CHAPTER BUSINESS

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## CORPORATE STRUCTURE

Incorporating your H.O.G. Chapter won't change the way it operates on a day-to-day basis. For legal purposes, however, the Chapter's structure will look a little different "on paper."

- Sponsoring Dealer and/or its designee(s)
- Officers:
  - President (Chapter Director)
  - Vice-President (Chapter Assistant Director)
  - Secretary
  - Treasurer
- Volunteer Workers:  
Can be either elected or appointed positions (e.g. discretionary officers such as Road Captain, Editor, etc.)

## ANNUAL REVIEW

The incorporation process is a one time undertaking and expense that will ensure that you have the best possible "house" for your chapter operations. But all houses require maintenance. Therefore, it is recommended that chapters have their corporate documents, record keeping processes and tax reporting procedures reviewed by a lawyer and accountant on no less than a biannual basis to ensure compliance with incorporated association / society and tax laws.

# CHAPTER BUSINESS

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## CHAPTER FINANCES

One of the duties of a Chapter officer is to manage and protect the financial resources entrusted by the membership. While this responsibility is shared by all officers, it is the Director and Treasurer who are the financial caretakers of the Chapter's assets. This section contains information that will help you carry out your financial responsibilities for your Chapter. For proper financial and tax guidance, H.O.G. recommends that you engage the services of a Certified Public Accountant or a Chartered Accountant.

### 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 the Chapter members to show how their money was used.
- There is a responsibility to H.O.G and the Sponsoring Dealer to account for all Chapter funds.
- There is a legal requirement to maintain financial records for taxing authorities.

### 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 computerised.

### HOW LONG SHOULD WE KEEP OUR RECORDS?

- For liability purposes, financial records should be kept generally for a period of five years in Australia. However, the period for record retention may be longer in certain circumstances.
- Chapter records should not be stored at a personal residence. Alternatives include the Sponsoring Dealer or a safe deposit box.

# CHAPTER BUSINESS

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## INCOME AND EXPENSES

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 tax guidance, H.O.G. recommends the services of a Certified Public Accountant or a Chartered Accountant.

### INCOME

Income is everything the Chapter receives. A Chapter might have the following items of income.

- Membership dues
- Door prize proceeds
- Chapter T-shirt sales
- Poker run
- Paid advertising in the Chapter newsletter
- Income from Chapter events

### EXPENSES

Australian tax law allows for the deduction of generally any loss or outgoing to the extent that it is "necessarily incurred in carrying on a business for the purpose of gaining or producing the taxpayer's assessable income." Broadly, a taxpayer cannot deduct a loss or outgoing to the extent that it is of a capital or private or domestic nature or is incurred in gaining or producing exempt income. What is a H.O.G. Chapter's "Business"? Who are our "Customers"? What "Products" do we sell?

We must first answer those questions before we can identify those expenses which can be considered "necessarily incurred". Our "Business" is that of a membership organisation. Our "Customers" are the Chapter members. Our "Product" is primarily that of delivering "Ride and Have Fun" to those members.

What sort of expenses then would be "necessarily incurred" in delivering "Ride and Have Fun" to our Chapter members? Some examples are:

- Publishing and delivering the Chapter newsletter.
- Paying an accountant to prepare Chapter tax returns.
- Renting a facility for Chapter meetings.
- Reimbursements to Chapter officers for valid Chapter expenses.
- Paying the expenses of Chapter officers to attend H.O.G. Officers Training (the logic here is that it benefits the Chapter if the officers attend the training).

What sort of expenses would NOT be considered "necessarily incurred"? Some examples are:

- Reimbursing a Chapter member for the cost of a parking ticket.  
(Fines and penalties levied by governmental agencies are NEVER deductible.)
- Flying the Chapter officers to Maui so they can conduct a Chapter officers meeting in pleasant surroundings. (A Chapter officer's meeting is part of carrying on business, but having that meeting in Hawaii is not really 'necessary'?)

# CHAPTER BUSINESS

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## POTENTIAL TAX ISSUES

In the previous section, we discussed Chapter income and expenses. We now look at the various taxes a Chapter might encounter:

### TYPES OF TAXES

The most common taxes that a typical chapter might encounter include income tax and Goods and Services Tax (GST). All chapters should seek professional financial advice to make sure they are aware of and comply with relevant taxation laws at the time.

### FREQUENTLY ASKED QUESTIONS:

**“Our Chapter is incorporated as ‘non profit’. Doesn’t that mean that we don’t have to pay income taxes?”**

Answer: No. There is a common misconception that “non-profit” means the same as “tax exempt”. The term “non-profit” simply means that it is not operating for the profit or gain of its individual members. Profits or assets of the business cannot be distributed for the benefit of particular people whilst it is operating and on winding up. A “non-profit” business is subject to tax laws. Being “tax exempt” requires certain conditions to be satisfied by the taxpayer. In limited circumstances, a formal request for endorsement as an entity that is tax exempt is required from the Australian Taxation Office (ATO). Endorsement from the ATO to be exempt from income tax is required for charities and non-charitable funds that distribute solely to deductible gift recipients that are income tax exempt.

**“As Chapter Treasurer, could I be held personally liable for any income taxes, interest or penalties that the Chapter might owe?”**

Answer: No. On the basis that the Chapter is a company, the tax liability of the Chapter remains at the chapter level and is not levied on the Chapter officers, Chapter members or Sponsoring Dealer.

**“Our Chapter has been around for a number of years. As the new Director this year, I’m concerned about the tax issues. No one knows whether or not we ever filed tax returns in the past. What should I do?”**

Answer: Don’t panic... that’s always the first rule. Your Sponsoring Dealer is an experienced business person and is the best source for information and guidance. Gather all the information you can, including the ABN/TFN assigned to the Chapter, annual financial statements for the past few years and any correspondence the Chapter may have received from the ATO. If the decision is made to pursue the matter further, you might want to consider a meeting with a local accountant or tax professional.

# CHAPTER BUSINESS

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## FUND RAISING FOR CHARITY

Supporting charities is a tradition for many H.O.G. Chapters. Millions of dollars and countless hours have been donated by H.O.G. Chapters and volunteer members. The type and level of involvement in fund-raising varies from one Chapter to another. If your Chapter decides to do fund-raisers, there are some procedures that allow your Chapter to participate in fund-raising activities, while at the same time minimising financial risk and record keeping.

The organisation you support should be a recognised charity. The charity should be endorsed as a deductible gift recipient. Being “endorsed” as a deductible gift recipient means that special tax status has been granted by the ATO to that charity, namely, that the charity is entitled to receive income tax deductible gifts and tax deductible contributions. It also allows the charity to make certain GST-free supplies. Examples of organisations in Australia are the Salvation Army, Australian Red Cross Society, etc. If you aren’t certain that such status has been granted, simply ask a representative of the charity for such proof. By limiting your fund-raising to endorsed charities, you are assured that your efforts are helping a worthy cause.

- Don’t mix Chapter funds with money raised for charity. Have all cheques made payable to the charity and deliver the funds to the charity for deposit. DON’T deposit the donations into the Chapter bank account. If you do, the Chapter may be required to pay taxes on a portion of the money raised, even if you donate the entire amount to charity.
- If at all possible, insist that the charitable organisation take responsibility for all funds raised. This eliminates the need for your Chapter to account for the monies in their books and records.

**Example:** Your Chapter opts to hold a “Casino Night” to raise money for a local charitable organisation which you have verified as having “endorsed” status. You draft a simple memorandum of understanding between the charity and the Chapter and that all expenses and taxes are the responsibility of the charity. At the conclusion of the event, all funds are turned over to a representative of the charity.

In this example, if you had deposited the funds into a Chapter bank account and then written a cheque to the charity, your Chapter may have been required to account for the funds and possibly have been taxed on them.

- At some point, Chapters may be confronted with the injury to or loss of a Chapter member or friend of the Chapter. If the Chapter wishes to provide a financial gift to the family of that member or friend, what is the best way to accomplish this?
- If you’re doing a one-time collection in the order of a “pass the hat” at a Chapter meeting, simply give the funds to the family. As long as you don’t deposit money into the Chapter bank account, no special accounting is required and no records need to be kept for the donation.
- If you’re looking to do something beyond a simple collection, talk to a tax adviser or your Sponsoring Dealer and the Customer Experience Manager before you commit the Chapter to something that might have an unforeseen effect down the line.

# CHAPTER BUSINESS

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## PLANNING THE FUNDRAISER

The old saying that “an ounce of prevention is worth a pound of cure” holds true when putting together a charity fundraiser. The following are some tools and techniques that will make the financial tasks much more manageable:

- **CONSIDER TAX ISSUES.** Doing a good deed for charity should never come back to haunt the Chapter financially. Your goal here should be to eliminate to the maximum extent possible, any Chapter tax liabilities that could arise from the event.
- **UNDERSTAND AND AGREE.** Recognise that the charity has a responsibility beyond that of simply “accepting the cheque”. Define and explain what the Chapter expects from the charity. Utilise the “Letter of Agreement” to reduce the terms and agreements to writing. Make sure everyone involved with the event understands the agreement.
- **KEEP IT SIMPLE.** A single-event fundraiser is much simpler to manage than something that extends over a long period of time. (For example, a Poker Run that is a one-day event, as opposed to a bike raffle where tickets are sold over a period of several months).

## CONDUCTING THE FUNDRAISER

If the planning was adequate and everyone performs their duties, this is the fun and easy part. Some things that might require a bit of extra attention are:

- **SAFEGUARDING THE CASH.** Ideally, the “Letter of Agreement” places this responsibility on the charity. The charity might provide their own personnel to perform these duties, or might request that a Chapter member act as their appointed agent. In either case, the goal is to avoid placing this responsibility upon the Chapter.
- **PAYING THE EXPENSES.** There could be some Chapter expenses involved in conducting a fundraiser. The “Letter of Agreement” should specifically address exactly who will be responsible for covering such costs.

## FOLLOW-UP

Was the fundraiser a success? How do we define “success”... by the amount of funds raised or by how much “Ride and Have Fun” it delivered to the participants?

- **REPORTING TO THE MEMBERS.** The Chapter members who support and participate in the fundraisers should be advised as to just how successful the event was. Consider asking a representative of the charity to attend a Chapter meeting to give a personal report and a “Thank You” to the Chapter members who made the event possible.
- **FEEDBACK BY THE PARTICIPANTS.** Did the Chapter members and participants feel the event as worthwhile? This is not necessarily a “financial” question, but certainly one that should be considered a part of the event wrap-up.

# CHAPTER BUSINESS

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## 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 cheque to the charity. Is this a good idea?”**

Answer: No. The problem is that in the eyes of taxing authorities, once you deposit that money into your Chapter bank account, it may “belong” to the Chapter and represent 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 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.

**“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 may be no tax issues involved.

In summary, involvement in charitable endeavours 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”.

## LETTER OF AGREEMENT

The Letter of Agreement on the following page 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.

# CHAPTER BUSINESS

## Australian/New Zealand Example

### **Letter of Agreement** (Charitable Endeavours 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 trade marks, trade names and logos (the "Marks") of Harley-Davidson Motor Company and its affiliates in connection with the Event are subject to the prior approval of Harley-Davidson Australia Pty Ltd, which approval, if granted at the sole discretion of Harley-Davidson Australia Pty Ltd, 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)

# CHAPTER BUSINESS

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## RAFFLES, PRIZES AND POKER RUNS

Poker runs, raffles and door prizes are some of the ways Chapters raise funds, and prizes of some sort are usually associated with these activities. Many states regulate raffles and other gaming activities, and there may also be some extra financial reporting required. If your Chapter decides to do these types of fund raisers, you need to be aware of the following information.

### BEFORE YOU CONDUCT A RAFFLE OR 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 taxes are the responsibility of the winner, and designate the location where winners should pick up their prize.

# CHAPTER BUSINESS

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## H.O.G. CHAPTER ALCOHOL GUIDELINES

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.

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 Dealer and the HOG Chapter Officers. All such decisions are subject to final review and approval by the Sponsoring Dealership.

H.O.G. recommends the following guidelines:

- (a) we recommend that any Chapter function at which it is proposed that liquor will be made available should be conducted at licensed premises;
- (b) we recommend that alcohol is not provided by HOG Chapters at unlicensed premises in any circumstances; and
- (c) where alcohol is provided at functions held at licensed premises we recommend that HOG Chapters implement policies to ensure that alcohol is served responsibly such as:
  - (i) ensuring that the premises are in fact licensed premises;
  - (ii) monitoring staff at licensed premises to ensure that they are serving alcohol responsibly (eg. not giving double shots, not serving alcohol to intoxicated persons etc);
  - (iii) limiting or, preferably, not providing "open bar" arrangements whereby Chapter members can consume unlimited quantities of alcohol free of charge and encourage "buy your own" arrangements;
  - (iv) ceasing the sale of liquor at the function if it is detected that attendees are becoming intoxicated; and
  - (v) encouraging attendees not to drink and then drive/ride from the function.

# CHAPTER BUSINESS

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## CHAPTER INSURANCE

### CHAPTER INSURANCE RECOMMENDATIONS

The Harley Owners Group provides Australian Chapter with comprehensive public and product liability coverage (where applicable or necessary).

### CHAPTER PUBLIC AND PRODUCT LIABILITY INSURANCE

#### WHO DOES THIS POLICY PROTECT?

- Harley-Davidson Motor Company
- Harley-Davidson Australia Pty Ltd
- Harley Owners Group (H.O.G.)
- H.O.G. Chapter Sponsoring Dealers
- Chartered H.O.G. Chapters, their officers, members and volunteers while acting in their official capacity on behalf of the chapter

#### WHAT IS COVERED BY THIS POLICY?

Subject to the Terms, Conditions and Exclusions of the policy, protection is provided to HOG and the other insured parties to the policy for their Legal Liability to the Public for all amounts up to the sum insured declared in the schedule of insurance which are in excess of the Policy Deductible or Excess arising out of an occurrence in connection with the occupation of the insured during the period of insurance plus Supplementary Payments being charges, expenses and legal costs of the insurer or the insured with their approval in connection with the investigation, defence or settlement of the claim. The maximum for supplementary payments will in no circumstances exceed 50% of the Policy Limits stated in the schedule.

#### POLICY LIMITS:

- General Public Liability - \$10,000,000 per occurrence.
- Product's Liability - \$10,000,000 maximum per policy period.
- Goods in Care Custody & Control - \$100,000.

#### SUPPLEMENTARY PAYMENTS:

- Legal & other expenses incurred in the defence, investigation or settlement of any claim - up to 50% in addition to the policy limits.

#### POLICY EXCESS OR DEDUCTIBLE:

- \$1,000

#### POLICY EXCLUSION:

- Highlighted by the insurer over and above standard policy exclusions.

The insurer will not be liable for claims in respect of personal injury directly arising out of or caused by, through or in connection with the participation of any person in any sporting, athletic or physical exercise activity. This includes training, practice or preparation for such activity provided that this Exclusion does not apply to any claims arising out of any defect or deficiency in equipment provided by you, or any defect in premises owned or occupied by you.

# CHAPTER BUSINESS

## CHAPTER INSURANCE (cont'd)



AIG Australia Limited  
Certificate of Insurance

### Certificate of Insurance

**Name of Insured:** Harley Davidson Inc, Harley Owners Group A Division of Harley-Davidson Motor Company, Harley-Davidson Australia Pty Ltd, Chartered HOG Chapter Sponsoring Dealers, Chartered HOG Chapters, their Guests, Directors, officers, members and volunteers while acting in their capacity on behalf of the chartered chapters.

**Address:** C/- Marsh Pty Ltd

**Policy No:** 0000212902

**Policy Period:** From: 31<sup>st</sup> July 2017  
To: 31<sup>st</sup> July 2018  
at 4pm Local Standard Time

**Coverage:** BusinessGuard Liability – Public and Product

**Limit of Liability:** The Australian Dollar of AUD\$ 10,000,000  
Each Occurrence in respect of Public Liability  
  
The Australian Dollar equivalent of AUD\$ 10,000,000  
Each Occurrence and in the Aggregate any one policy period in respect of Products Liability

**Territorial Limits:** Territorial Limits means anywhere in the world other than North America but only in respect of Claims or Legal Proceedings arising out of:  
a) Insured's Products exported with the knowledge of the Insured to North America;  
b) any operation or premises of the Insured in North America

This is to certify that the above mentioned Policy is current and in force until the due date shown.

Subject always to the terms, conditions, exclusions and limitations of the Policy.

**Security:** 100% AIG Australia Insurance  
ABN 93 004 727 753  
AFSL No 381686

<b>Head Office</b>	
<b>Sydney</b>	Level 19, 2 Park Street Sydney NSW 2000 Australia GPO Box 9933 Sydney NSW 2001 Australia
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	<a href="http://www.aig.com.au">www.aig.com.au</a>

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# CHAPTER BUSINESS

## CHAPTER INSURANCE *(cont'd)*



AIG Australia Limited  
Certificate of Insurance

For AIG Australia Limited

Signed on Behalf of the Insurer(s) at Melbourne on this 15 August, 2017



Noel Condon  
AIG

Chief Executive Officer - Australia  
Head of Australasia

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**Sydney**

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# ANNUAL MEETING KIT

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# ANNUAL MEETING KIT

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Some of the best things about the H.O.G.<sup>®</sup> motorcycle club are meeting new people, participating in exciting activities and, of course, riding your Harley-Davidson<sup>®</sup> 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](http://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 and the sponsoring dealer. 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 and the sponsoring dealer 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.<sup>®</sup> Chapter is to maximise the enjoyment of riding Harley-Davidson motorcycles, not to maximise 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.<sup>®</sup> requires of each local Chapter. Your Chapter can supply H.O.G.<sup>®</sup> with everything they need by completing and submitting the following form:

- *H.O.G.<sup>®</sup> Chapter Licence Application* (due 31 December)

# ANNUAL MEETING KIT

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## THE ANNUAL BUSINESS MEETING *(cont'd)*

### ANNUAL MEETING CHECKLIST

#### PERSONS IN ATTENDANCE

- ☐ Sponsoring dealer and/or other dealership representatives responsible for H.O.G.<sup>®</sup> 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.<sup>®</sup> 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 LICENCE APPLICATION

The *H.O.G.® Chapter Licence 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 personalised *H.O.G.® Chapter Licence Application* by mail each year in December. The completed form must be submitted to H.O.G. by 31 December, each year.

### FORM - H.O.G. Chapter Licence Application

HARLEY OWNERS GROUP® 2018 CHAPTER LICENCE APPLICATION Australia / New Zealand			
OFFICIAL CHAPTER INFORMATION		SECONDARY CHAPTER MAILING ADDRESS	
CHAPTER NAME _____		NAME _____	
CHAPTER NUMBER _____		STREET ADDRESS _____	
NUMBER OF CHAPTER MEMBERS _____		City/Town _____	
CHAPTER WEBSITE ADDRESS _____			
CHAPTER INCORPORATED? <input type="radio"/> Yes <input type="radio"/> No		State _____ Postal Code _____ Country _____	
Please <b>TYPE ONLY</b> into this form, do not write on it except for the signature block. HOG numbers <b>MUST</b> be provided. (*Indicates required officer)			
* Sponsoring Dealer: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
Chapter Manager: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
* Director: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
* Assistant Director: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
* Treasurer: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
* Secretary: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
Activities Officer: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
L.O.H. Officer: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
Head Road Captain: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
Editor: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
Safety Officer: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
Photographer: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
Historian: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
Membership Officer: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
Webmaster: _____		HOG #: _____ Mobile Phone: _____	
		Email: _____	
(All officers must be financial H.O.G. members in order for this application to be accepted.)			
The term of the Chapter's affiliation with the Harley Owners Group shall be one (1) year from the date of acceptance of this Application by an authorised representative of Harley-Davidson Australia Pty Ltd. The Chapter shall comply with the terms of the Annual Licence for H.O.G. Chapters and the Chapter Trade Mark Licence at all times. Harley-Davidson Australia Pty Ltd or the sponsoring dealer may terminate the Chapter's affiliation with the Harley Owners Group at any time during upon thirty (30) days written notice. No reason for termination is required.			
We have read the Annual Licence for H.O.G. Chapters and the Chapter Trade Mark Licence and agree to operate in accordance with them and confirm the above information is correct			
DEALER SIGNATURE: _____		DATE: _____ DIRECTOR SIGNATURE: _____ DATE: _____	
Harley-Davidson Australia representative acceptance _____		DATE: _____	
Return this form to the H.O.G. office by email: hogau@harley-davidson.com, mail: PO Box 704, Chatswood NSW 2057 NO LATER THAN 31 December, 2017.			

ESTB/HG992

# ANNUAL MEETING KIT

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## H.O.G.® CHAPTER LICENCE APPLICATION *(cont'd)*

### OFFICER LISTING

Include the name, H.O.G.® number (a must!), phone number and email 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. Licence Application* form, the sponsoring dealer and Chapter director indicate that they have read and accepted the *Annual Licence 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:

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

### TOP 10 MEETING PROBLEMS

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

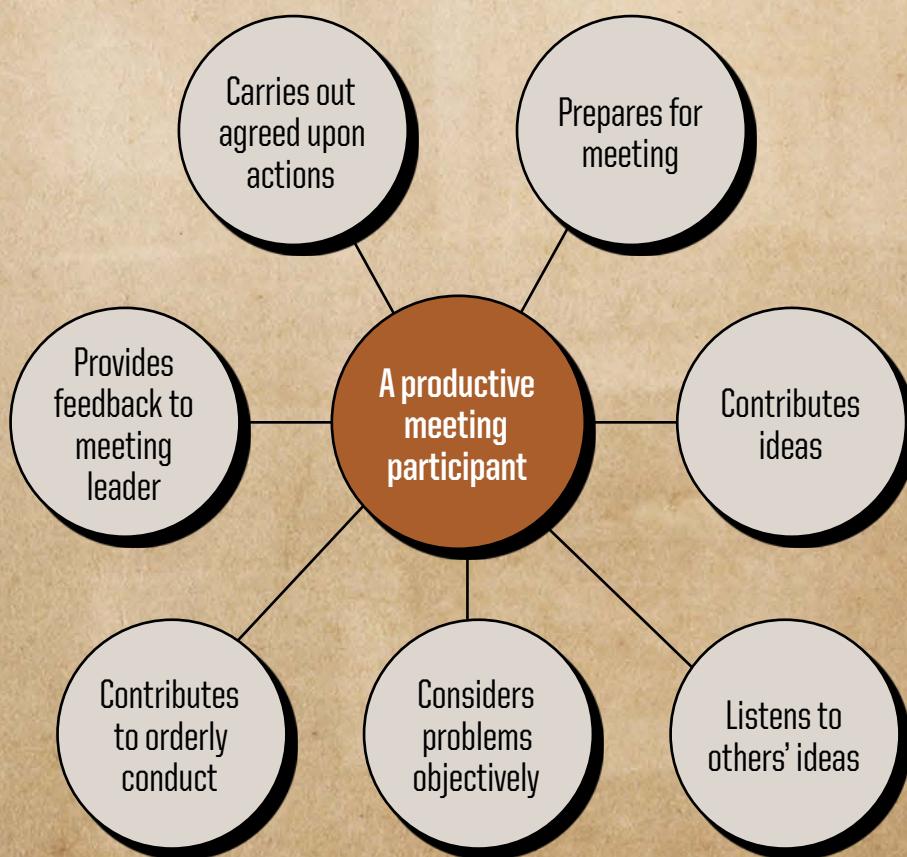
# ANNUAL MEETING KIT

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## 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

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## 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.<sup>®</sup> 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

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## 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 behaviours, 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

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# MARKETING

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Even the most well-planned Chapter events won't be much fun if no one shows up! This section is designed to help you publicise your Chapter activities, both locally with your Chapter publications, and the H.O.G.<sup>®</sup> members only web site, [members.hog.com](http://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 organised by your H.O.G.<sup>®</sup> 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.<sup>®</sup> motorcycle club is a family-oriented organisation. Stay away from editorialising, 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.<sup>®</sup> Magazine*, *Enthusiast*,<sup>®</sup> 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

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## CHAPTER COMMUNICATIONS *(cont'd)*

### GRAPHICS

You can download H.O.G.® logos in the Chapter Officer section of [members.hog.com](http://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 and Chapter members have access to. Regardless of the method of delivery, whether electronically or by post, all Chapter members are entitled to have all Chapter communications delivered to them.

## CHAPTER OFFICER NEWS®

Each quarter, the H.O.G.® Office sends *Chapter Officer News*® to primary officers and Sponsoring Dealers.

*Chapter Officer News* is one of the most important ways the H.O.G. Team has to regularly communicate policy changes, new programs and helpful hints directly to chapter leaders. Although the H.O.G. staff makes visiting chapters a priority, with so many chapters, there's no way we can visit each chapter as often as we would like. That's why we depend on *Chapter Officer News* to communicate the timely information you need to successfully run your chapter. And, we depend on you to read and share it with your fellow officers and members. Sometimes, we'll even reprint articles to help bring new officers up-to-date. 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 recognise local businesses who've assisted your Chapter with events, present them with a personalised copy of the *Certificate of Appreciation*. Simply download the certificate from the Chapter section of [members.hog.com](http://members.hog.com), fill in the recipient's name and you've created a thoughtful memento which shows your appreciation.

# MARKETING

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## 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 authorise 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.

# MARKETING

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## HOW DO I GET AN EVENT LISTED ON H.O.G.'S WEB SITE?

- Log on to the [members.hog.com](http://members.hog.com). Go to the Chapters section, and click on Chapter Events List. To enter an event, click on "Submit An Event."
- Event information on this Web site can be viewed by any active H.O.G. member, do not submit events that are not open to other H.O.G. members
- Event information will be posted in the Chapter Events list on [members.hog.com](http://members.hog.com)
- Please remember that only chapter-sponsored events can be published on the Web site. Non-H.O.G. events will not be published.
- For ease of readability, event information must be entered in upper and lower case lettering (do not use all caps).

### WHEN WILL IT APPEAR?

- Your event will be sent to H.O.G. for verification.
- It will be posted on the chapter events list within 5 days.

### MULTIPLE PRINTINGS

- All submissions are entered into a computer file when they are received. Submissions remain on file until after the event has taken place. If space permits, your event will be listed until after the date of the event.

## GETTING YOUR OFFICIAL CHAPTER WEB SITE LISTED ON MEMBERS.HOG.COM

- Review and follow the H.O.G.® Chapter Internet Guidelines on the previous page.
- Submit your complete web site address, chapter name and chapter number to [webmaster@hog.com](mailto:webmaster@hog.com).
- Upon review and approval of the site, your chapter will be listed.
- Chapter sites will be listed at the sole discretion of Harley Owners Group® based upon the guidelines.

# MARKETING

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## H.O.G. CHAPTER ONLINE PRIVACY STATEMENT

Tailor the following statement for use on your chapter web site.

Personal privacy and security of information are mutual concerns of H.O.G., its members, and visitors to (insert chapter) web site. This Statement explains H.O.G.'s Internet policies and security measures relating to personal privacy and information security.

The (insert chapter) chapter collects and stores the following information about you when you visit the (insert chapter) web site: the name of the domain from which you access the internet; the date and time you access the site; and the internet address of the web site from which you linked directly to our site. The chapter uses this information to measure the number of visitors to the different sections of its site. This helps H.O.G. to make its site more responsive to its members and prospective members.

H.O.G. will not obtain personally identifying information about you when you visit our site unless you choose to provide such information. If you choose to send e-mail, registration, or other personal information over the internet, you do so voluntarily.

The (insert chapter) will not disclose personal information provided to it except as follows:

At your request, which may be oral, in writing, by telephone, electronic or other means we recognise;

To assist H.O.G. in evaluating its programs and to continue to improve the quality of your on-line and membership experience;

When disclosure is required by law, such as pursuant to court order, subpoena, legal process or government agency examination or investigation, or to protect or enforce our rights;

To companies that perform services for H.O.G.® in connection with your membership, such as data processing and financial transaction processing companies and agencies;

To Harley-Davidson® affiliated companies and carefully selected third parties for their own use to provide products and services, or other opportunities to you, unless you have instructed us in writing not to do so; and

In connection with Harley-Davidson corporate due diligence and audits.

By your use of and connection to our web site, you understand and consent to this privacy statement. If for any reason you are concerned that the personal or member information maintained by H.O.G. is not correct or if for some reason you believe H.O.G. has not adhered to these privacy principles, please notify us by calling 1 800 464 258 (AUST) or 0 800 464 258 (NZ) or email [hogau@harley-davidson.com](mailto:hogau@harley-davidson.com).

# SAFE RIDING

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# SAFE RIDING

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Few activities build camaraderie and memories faster than Chapter rides. They are one of the core H.O.G.<sup>®</sup> 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. .

## 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. Freeways and motorways 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 road more easily.
- If you're out for a scenic ride, be sure traffic conditions will allow it. For example, is there a public event in the area that day to complicate the ride?
- Plan stops to avoid gravel lots and right-hand turns. No one likes gravel, and in a group, it's even less fun. Left-hand turns in and out of stops will help the group stay together.
- Plan gas stops at least every 145 kilometers, so riders 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 ride a little faster to keep up if there are gaps in the group.
- It may also may cause a problem to ride 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

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## 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 where possible 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 tyre 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.
- Familiarise 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.



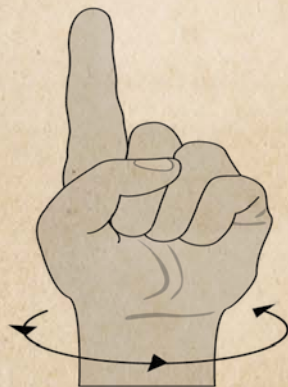
# SAFE RIDING

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## 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 FUEL

When you need fuel, point at the fuel 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.

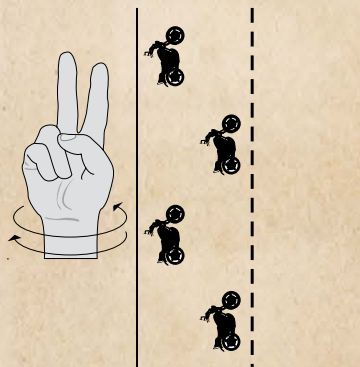
# SAFE RIDING

## FORMATION RIDING

### STAGGERED RIDING

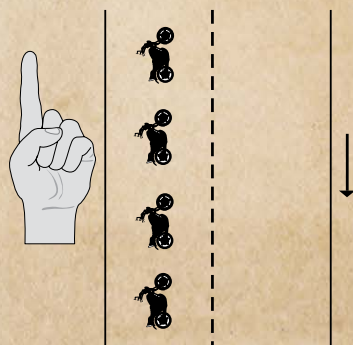
The lead motorcycle should be in the right 1/3 of lane, the second motorcycle should be in the left 1/3 of the lane, one second behind the first rider, and so on.

- 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 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

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## 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

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## 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.



# SAFE RIDING

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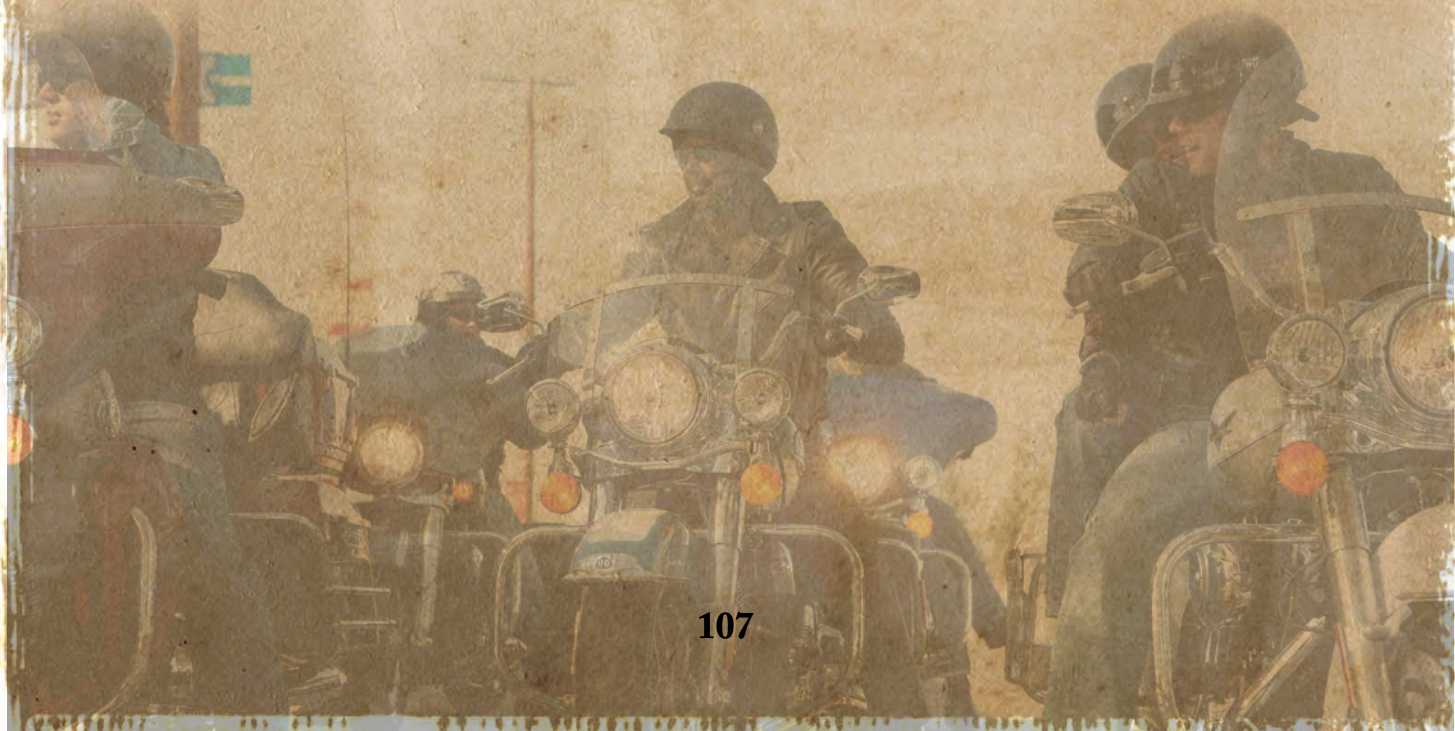
## H.O.G.<sup>®</sup> CHAPTER ALCOHOL GUIDELINES

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.

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 Dealer and the HOG Chapter Officers. All such decisions are subject to final review and approval by the Sponsoring Dealership.

H.O.G. recommends the following guidelines:

- (a) we recommend that any Chapter function at which it is proposed that liquor will be made available should be conducted at licensed premises;
- (b) we recommend that alcohol is not provided by HOG Chapters at unlicensed premises in any circumstances; and
- (c) where alcohol is provided at functions held at licensed premises we recommend that HOG Chapters implement policies to ensure that alcohol is served responsibly such as:
  - (i) ensuring that the premises are in fact licensed premises;
  - (ii) monitoring staff at licensed premises to ensure that they are serving alcohol responsibly (eg. not giving double shots, not serving alcohol to intoxicated persons etc);
  - (iii) limiting or, preferably, not providing "open bar" arrangements whereby Chapter members can consume unlimited quantities of alcohol free of charge and encourage "buy your own" arrangements;
  - (iv) ceasing the sale of liquor at the function if it is detected that attendees are becoming intoxicated; and
  - (v) encouraging attendees not to drink and then drive/ride from the function.



# CHAPTER MEMBERSHIP ENROLMENT

Australia / New Zealand



## CHAPTER MEMBERSHIP

### ENROLMENT FORM AND RELEASE ("ENROLMENT AND RELEASE")

CHAPTER NAME \_\_\_\_\_

SPONSORING DEALER \_\_\_\_\_

MEMBER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/POST CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ BIRTHDAY \_\_\_\_\_

INT'L H.O.G. MEMBER NUMBER \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

I have read the Annual Licence 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 -**

In consideration for the opportunity of enrolling as a Chapter member, I agree that the Sponsoring Dealer, Harley Owners Group (H.O.G.), Harley-Davidson Australia Pty Limited, Harley-Davidson, Inc., its affiliates and subsidiaries, Harley-Davidson Motor Company, my Chapter, and their respective officers, directors, employees and agents (hereinafter, the **"RELEASED PARTIES"**) shall, to the extent permitted by law, not be liable or responsible for injury to me (including paralysis or death) or loss or damage to my property arising from or in connection with any H.O.G. or H.O.G. chapter activities, 'Rides', 'Poker Runs', 'Rallies', 'Field Meets', or any other activities or events (hereinafter, **"EVENT(S)"**) or resulting from acts or omissions occurring during the performance of the duties of the **"RELEASED PARTIES"**, even where the damage, loss 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 **"EVENT(S)"** and I assume all risks of injury and damage arising out of the conduct of such **"EVENT(S)"**. I waive, release, discharge and hold the **"RELEASED PARTIES"** harmless from and against any and all injury, loss or damage to my person or property, and from and against any and all claims, demands, rights, losses (including loss of profits), damages, costs or expenses (including legal fees and costs of investigation), liabilities or causes of action of any kind whatsoever, which may in any way arise out of or in connection with my participation in any **"EVENT(S)"**. I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE **"RELEASED PARTIES"** FOR ANY INJURY, LOSS OR DAMAGE TO MYSELF OR MY PROPERTY OR FOR ANY OTHER CLAIMS ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING SAID **"EVENT(S)"**. Without limiting the foregoing, and to the extent permitted by law, I agree that the **"RELEASED PARTIES"** will not be liable to me or to any other person for my or any other person's death or personal injury arising out of or relating in any way to a breach of warranty implied by section 74 of the Australian Trade Practices Act 1974 (Cth) in relation to the supply by any of the **"RELEASED PARTIES"** of recreational services.

By signing this Enrolment and Release, I certify that I have read this Enrolment and Release and fully understand its contents 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 Licence for H.O.G. Chapters", as contained in the International H.O.G. Chapter Handbook.)

**RETURN THIS FORM TO YOUR CHAPTER**

**CHAPTER EVENT RELEASE FORM – ADULTS**  
**2018**  
Australia / New Zealand



**CHAPTER EVENT RELEASE FORM FOR ADULTS**

RELEASE, INDEMNIFICATION AND ASSUMPTION OF RISK AGREEMENT ("RELEASE")

Chapter Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event Name/Location: \_\_\_\_\_

INT'L H.O.G. MEMBER NUMBER \_\_\_\_\_

I, 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", "Activity" or other activity or event (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson Australia Pty Limited, Harley-Davidson, Inc., its affiliates and subsidiaries, Harley-Davidson Motor Company, the Harley Owners Group (H.O.G.), 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"**), to the extent permitted by law, waive, release, discharge and holds harmless the **"RELEASED PARTIES"** from and against any and all claims, demands, losses (including loss of profits), damages, costs or expenses (including legal fees and costs of investigation), liabilities or 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/or arising in any way out of or in connection with my participation in any said **EVENT(S)**.

To the extent permitted by law, 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, LOSS OR DAMAGE TO MYSELF OR MY PROPERTY OR FOR ANY OTHER CLAIMS ARISING FROM OR IN CONNECTION WITH THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING THE **EVENT(S)**. Without limiting the foregoing, and to the extent permitted by law, I agree that the **"RELEASED PARTIES"** will not be liable to me or to any other person for my or any other person's death or personal injury arising out of or relating in any way to a breach of warranty implied by section 74 of the Australian Trade Practices Act 1974 (Cth) in relation to the supply by any of the **"RELEASED PARTIES"** of recreational services.

If, despite this Release, I, make 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 and against ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS (including loss of profits), LIABILITY, DAMAGE, OR COST they MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE **"RELEASED PARTIES"** named above. 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 accidents or personal injury, including death, which I might sustain to my person and property as a result of my participation in the **EVENT(S)**, and any negligence (except willful neglect) on the part of any or all of the **"RELEASED PARTIES"** in performing their chapter duties.

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

**THIS IS A RELEASE - READ BEFORE SIGNING**

<u>Rider</u>	<u>Passenger</u>
<u>Signature</u>	<u>Signature</u>
<u>Print Name</u>	<u>Print Name</u>
<u>Address</u>	<u>Address</u>
<u>City/State/Post Code</u>	<u>City/State/Post Code</u>
<u>Date</u>	<u>Date</u>

**THIS FORM MUST BE SIGNED AND RETURNED TO BE ELIGIBLE FOR PARTICIPATION IN THE EVENT(S)**

# CHAPTER EVENT DEED OF RELEASE FORM – MINORS 2018

Australia / New Zealand



## CHAPTER EVENT DEED OF RELEASE FORM FOR MINORS DEED OF RELEASE, ASSUMPTION OF RISK AND INDEMNIFICATION

Chapter Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event Name/Location: \_\_\_\_\_

**INT'L H.O.G. MEMBER NUMBER** \_\_\_\_\_

In consideration of my minor child identified below ("the **Minor**") being permitted to participate in a "Ride", "Poker Run", "Rally", "Field Meet" or "Activity" or other activity or event (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson Australia Pty Limited, Harley-Davidson, Inc., its affiliates and subsidiaries, Harley-Davidson Motor Company, the Harley Owners Group (H.O.G.), 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. To the extent permitted by law, I (on my own behalf, and on behalf of the **MINOR**) HEREBY WAIVE, RELEASE, DISCHARGE AND COVENANT NOT TO SUE ANY OR ALL OF 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 (including loss of profits), DAMAGES, COSTS OR EXPENSES (INCLUDING LEGAL FEES AND COSTS OF INVESTIGATION), LIABILITIES AND CAUSES OF ACTION ON ACCOUNT OF ANY INJURY, including, but not limited to, death, or loss or damage to property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE "**RELEASED PARTIES**" in performing their chapter duties and/or arising in any way or in connection with the Minor's participation in any said **EVENT(S)**. Without limiting the foregoing, and to the extent permitted by law, I agree that the "**RELEASED PARTIES**" will not be liable to me or to any other person for the Minor's or any other person's death or personal injury arising out of or relating in any way to a breach of warranty implied by section 74 of the Australian Trade Practices Act 1974 (Cth) in relation to the supply by any of the "**RELEASED PARTIES**" of recreational services.

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 and against ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS (including loss of profits), LIABILITY, DAMAGE, OR COST they MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE **"RELEASED PARTIES"** named above .

6. I sign this Deed of Release, Assumption of Risk and Indemnification on my own behalf and on behalf of the **Minor**.

I HAVE READ THIS PARENTAL CONSENT, DEED OF RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY, AND FULLY UNDERSTAND ITS CONTENTS. I UNDERSTAND THAT BY SIGNING IT ON MY OWN BEHALF AND ON BEHALF OF THE **MINOR** I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE **MINOR** MAY OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE **"RELEASED PARTIES"**, AND I SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

---

Child's Name (printed)

Signed sealed and delivered as a deed by Parent/Guardian  
In the presence of:

---

Signature of witness

---

Signature of **Parent/Guardian**

---

Name of witness (please print)

---

Name of **Parent/Guardian** (please print)

**THIS FORM MUST BE SIGNED AND RETURNED TO BE ELIGIBLE FOR  
PARTICIPATION IN THE EVENT(S)**

# MINORS ASSUMPTION OF RISK ACKNOWLEDGMENT 2018

Australia / New Zealand



## MINOR'S ASSUMPTION OF RISK ACKNOWLEDGMENT (AGE 12 TO AGE OF MAJORITY)

NAME OF EVENT \_\_\_\_\_ DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

I have obtained my parent's or legal guardian's consent to participate in the activities conducted over the course of the above **EVENT(S)** (hereinafter, the "**EVENT ACTIVITIES**") 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** sponsored and/or conducted by Harley-Davidson Australia Pty Limited, Harley-Davidson, Inc., its affiliates and subsidiaries, Harley-Davidson Motor Company, the Harley Owners Group (H.O.G.), authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**SPONSORS**") and I state the following:

1. Both my parents or legal guardian 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 PARTICIPATION IN THE **EVENT ACTIVITIES** AND/OR ENTRY INTO RESTRICTED AREAS MAY INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH. ("**RISKS**").
3. I know and understand 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 the **SPONSORS** of the **EVENT ACTIVITIES**.
4. Without limiting the foregoing, and to the extent permitted by law, I agree that the **SPONSORS** will not be liable to me or to any other person for my or any other person's death or personal injury arising out of or relating in any way to a breach of warranty implied by section 74 of the Australian Trade Practices Act 1974 (Cth) in relation to the supply by any of the **SPONSORS** of recreational services.

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

# HARLEY OWNERS GROUP® CHAPTER CONTACT INFORMATION CHANGES

Australia / New Zealand



Chapter Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

## CHAPTER MAILING ADDRESS

COMPLETE ONLY IF THE ADDRESS IS CHANGING

Name: \_\_\_\_\_

Street Address \_\_\_\_\_

Town/Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

## CHAPTER OFFICERS

COMPLETE ONLY FOR THE OFFICERS WHO ARE BEING ADDED OR CHANGED

Sponsoring Dealer: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Director: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Assistant Director: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Secretary: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Activities Officer: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

L.O.H. Officer: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Road Captain: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Editor: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Safety Officer: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Photographer: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Historian: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Membership Officer: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Webmaster: \_\_\_\_\_ HOG #: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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, please sign below.

DEALER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# SHOW & SHINE 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 # \_\_\_\_\_ Rego Number \_\_\_\_\_  
Year/Model \_\_\_\_\_  
Owner \_\_\_\_\_ H.O.G. # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Chapter \_\_\_\_\_

Official Use Only	
• Paint _____	
• Plating/Polishing _____	
• Engineering _____	
• Street Function _____	
• Seat _____	
• Style _____	
<div></div>	<div></div>
<b>Total Points</b>	Judges' Initials
Comments:	



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(Bike must be ridden to the rally. Trailered  
bikes not eligible except in pro-class.)  
MUST BE A HARLEY-DAVIDSON MOTORCYCLE

Event \_\_\_\_\_ Dates \_\_\_\_\_  
Class # \_\_\_\_\_ Rego Number \_\_\_\_\_  
Year/Model \_\_\_\_\_  
Owner \_\_\_\_\_ H.O.G. # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Chapter \_\_\_\_\_

Official Use Only	
• Paint _____	
• Plating/Polishing _____	
• Engineering _____	
• Street Function _____	
• Seat _____	
• Style _____	
<div></div>	<div></div>
<b>Total Points</b>	Judges' Initials
Comments:	





# FIELD EVENT REGISTRATION

(1 sheet per event)

MUST BE A HARLEY-DAVIDSON®

MOTORCYCLE

\_\_\_\_\_ Chapter Event

H.O.G. # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Chapter \_\_\_\_\_

**FIELD EVENT GAME** \_\_\_\_\_

**One Registration Per Event**

Official Use Only

Place \_\_\_\_\_ Judges' Initials \_\_\_\_\_



# FIELD EVENT REGISTRATION

(1 sheet per event)

MUST BE A HARLEY-DAVIDSON®

MOTORCYCLE

\_\_\_\_\_ Chapter Event

H.O.G. # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Chapter \_\_\_\_\_

**FIELD EVENT GAME** \_\_\_\_\_

**One Registration Per Event**

Official Use Only

Place \_\_\_\_\_ Judges' Initials \_\_\_\_\_



# OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:

Please select one bike as your favourite and write the rego number and class in the box above

(Each rally participant is entitled to ONE vote)



# OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:

Please select one bike as your favourite and write the rego number and class in the box above

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# OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:

Please select one bike as your favourite and write the rego number and class 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/Postcode \_\_\_\_\_

H.O.G. Number \_\_\_\_\_ Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

Chapter \_\_\_\_\_

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

### Possible Poker Hands

- |                   |               |                    |              |                                |
|-------------------|---------------|--------------------|--------------|--------------------------------|
| 1. Straight Flush | 3. Full House | 5. Straight        | 7. Two Pairs | 9. No Pair,<br>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/Postcode \_\_\_\_\_

H.O.G. Number \_\_\_\_\_ Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

Chapter \_\_\_\_\_

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

### Possible Poker Hands

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

**Australian/New Zealand Example**

**Letter of Agreement**  
(Charitable Endeavours 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 trade marks, trade names and logos (the "Marks") of Harley-Davidson Motor Company and its affiliates in connection with the Event are subject to the prior approval of Harley-Davidson Australia Pty Ltd, which approval, if granted at the sole discretion of Harley-Davidson Australia Pty Ltd, 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)



## Certificate of Insurance

<b>Name of Insured:</b>	Harley Davidson Inc, Harley Owners Group A Division of Harley-Davidson Motor Company, Harley-Davidson Australia Pty Ltd, Chartered HOG Chapter Sponsoring Dealers, Chartered HOG Chapters, their Guests, Directors, officers, members and volunteers while acting in their capacity on behalf of the chartered chapters.
<b>Address:</b>	C/- Marsh Pty Ltd
<b>Policy No:</b>	0000212902
<b>Policy Period:</b>	From: 31 <sup>st</sup> July 2017 To: 31 <sup>st</sup> July 2018 at 4pm Local Standard Time
<b>Coverage:</b>	BusinessGuard Liability – Public and Product
<b>Limit of Liability:</b>	The Australian Dollar of AUD\$ 10,000,000 Each Occurrence in respect of Public Liability  The Australian Dollar equivalent of AUD\$ 10,000,000 Each Occurrence and in the Aggregate any one policy period in respect of Products Liability
<b>Territorial Limits:</b>	Territorial Limits means anywhere in the world other than North America but only in respect of Claims or Legal Proceedings arising out of: a) Insured's Products exported with the knowledge of the Insured to North America; b) any operation or premises of the Insured in North America

This is to certify that the above mentioned Policy is current and in force until the due date shown.

Subject always to the terms, conditions, exclusions and limitations of the Policy.

<b>Security:</b>	100% AIG Australia Insurance ABN 93 004 727 753 AFSL No 381686
------------------	--

### Head Office

**Sydney** Level 19, 2 Park Street Sydney NSW 2000 Australia  
GPO Box 9933 Sydney NSW 2001 Australia

**Melbourne** GPO Box 9933 Melbourne VIC 3001 Australia  
**Brisbane** GPO Box 9933 Brisbane QLD 4001 Australia  
**Perth** GPO Box 9933 Perth WA 6848 Australia

### Australia wide

T 1300 030 886  
F 1300 634 940

### International

T +61 3 9522 4000  
F +61 3 9522 4645

[www.aig.com.au](http://www.aig.com.au)



AIG Australia Limited  
Certificate of Insurance

For AIG Australia Limited

Signed on Behalf of the Insurer(s) at Melbourne on this 15 August, 2017



**Noel Condon**

**AIG**

Chief Executive Officer - Australia  
Head of Australasia

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# *Certificate of Appreciation*



*Presented to*

\_\_\_\_\_  
*For your assistance*

\_\_\_\_\_  
*Chapter*

\_\_\_\_\_  
*Chapter Director*

\_\_\_\_\_  
*Sponsoring Dealer*

\_\_\_\_\_  
*Date*