

Dear potential participant,

Here is the information that you have requested on the motorcycle course delivered through the Ottawa Safety Council.

The Experienced Rider Course is intended for those who have at least one full season of riding experience. Many riders use it as a refresher course before hitting the open road in the spring. The course gives riders a chance to improve their skills while riding their own motorcycles in a controlled environment. The course consists of exercises on your motorcycle, totalling approximately 8.5 hours.

You must have a properly licensed and insured street motorcycle and a current M2 or M licence. This package includes a registration form, waiver and a schedule.

The courses are filled on a first come - first paid basis.

If the registration form is not filled out correctly, or the registration fee is not enclosed, the processing of your application will be delayed and you may not get into your first choice. Payment must be included when you send in your registration.

The Ottawa Safety Council would like to acknowledge Mitel Corporation's help in making this program so successful.

If you have any questions, please feel free to contact the office at (613) 238-1513.

Yours in safety,

Ottawa Safety Council
Suite 105 - 68 Robertson Rd, Ottawa,
ON, K2H 5Y8
Phone: 613-238-1513 Fax: 613-238-8744
Email: info@ottawasafetycouncil.ca
Website: www.ottawasafetycouncil.ca



COURSE TIMES & LOCATIONS

Sunday classes will take place in the parking lot at *Mitel Corporation at 350 Leggett Drive*. The day will run from 8:30 am–5:00 pm

REGISTRATION

Applicants will be treated on a first paid – first served basis.

Please complete the registration form and either *fax* or *email* it in to us. You may also send it by mail, however it is not recommended as the courses tend to fill very quickly. Please feel free to stop by our office as well, should you wish to pay by debit.

Full payment is required when the registration form is sent in, and we cannot hold any spots until it is processed. If the registration form is not filled out correctly, or payment information is missing, the processing of your application will be delayed. As well, it is imperative that you write neatly when filling out the forms, if your address or email address is not legible your confirmation letter may not make it to you. **It is your responsibility to provide us with accurate, legible information.**

Once your form is received it will be placed in queue, processed, and you will be booked into a session. Please keep in mind, the high volume of registrations we receive may delay the processing of your form (usually 3-5 days). We will email you once payment is processed and your spot reserved. Should the sessions you indicate be fully booked, we will contact you for alternate dates.

We welcome you to call us to ensure your form was received. We may not be able to answer at that time whether you will make it into your desired course, however.

Three weeks prior to the course, you will receive your confirmation letter which will include a waiver and session information. Should your course date be a week away and you have not received a package, please call the office to confirm the session in which you have been placed.

Should, at any time, you have questions regarding the session in which you were placed, please do not hesitate to give us a call to confirm your dates.

How to Pay:

Course fee: **\$113.00** HST incl. / **\$84.75** HST incl. if you took **Gearing Up** in the past 2 years. / **\$56.50** HST incl. if you are currently enrolled in our **M2 Exit** course.

We accept Visa, MasterCard, certified cheques and debit.

Please include your credit card number on your registration form. You may also provide your card number over the phone—please phone in your number upon submission of your form. Failure to do so may result in a delay in processing your registration.

EQUIPMENT

You must supply your own motorcycle for this course. Your bike must be in a state of good mechanical repair, properly licensed and street legal.



Things you should check prior to the course:

1. **Tires** – checking for wear and pressure
2. **Brakes** – checking for wear and hydraulic levels
3. **Drive** (chain, belt or shaft) – tension, wear and lubrication
4. **Suspension** – make sure there are not leaks and it is not too soft
5. **Steering** – check the head bearing
6. **Engine** – for leaks
7. **Cables** – for fraying

Students must provide their own protective equipment and have it available for all practical sessions.

Anyone not properly equipped will not be allowed to take the course. Your equipment includes:

- helmet (DOT or SNELL approved)
- leather, heavy denim, or motorcycle jacket
- pants (jeans) in good condition, with no holes
- leather boots that cover the ankle
- leather gloves (must cover the entire hand & fingers),
- eye protection (helmet visor preferred. Sunglasses/prescription eyeglasses accepted.)

For safety reasons, students who are not wearing appropriate equipment will not be permitted to ride and will be withdrawn from the course. If students are withdrawn from the course under these circumstances, they will not be entitled to a refund.

For more information on equipment, visit <http://www.ottawamotorcycle.ca/prereq.shtml>.

WAIVER FORMS

The Ottawa Safety Council will be sending you a waiver form in your confirmation package. You will be required to bring the waiver unsigned to the course. You will be asked to sign the waiver in front of an Ottawa Safety Council representative. *If you are under 18, your parent/guardian **must** be present to sign the waiver form.* If you decide not to sign the waiver, then you will not be allowed to continue with the course and your registration fee will be refunded.



MOTORCYCLE TRAINING PROGRAM
ERC REGISTRATION FORM

OFFICE USE ONLY

DATE: _____

RECEIPT: _____

AMOUNT PAID: _____

METHOD OF PAYMENT:

CERT. CHQ _____ Gift Card _____

VISA _____ MC _____ DEBIT _____

Authorization # _____

Reg. email sent: _____

Conf. pkg sent: _____

Course Selection-please indicate by using the course number (see schedule on following page)

FIRST CHOICE _____

ALTERNATE CHOICES _____, _____

Would you like to be notified if a last minute course opening occurs? (please circle) Yes No

Please complete all of the required information. Please print clearly.

NAME _____ AGE _____ SEX (M/F)
First Last

ADDRESS _____
Street Address City Postal Code

TELEPHONE _____
Home Work Fax

EMAIL ADDRESS: _____
(please ensure this is entered accurately; we will be sending you important course information)

DRIVERS LICENCE NUMBER: Please list all classes.

Driver's Licence Number (required for registration) Class Province of Issue

In the event of an emergency, please identify someone we can contact and an alternative.

Prime Contact Name relation Phone home work

Alternate Name relation Phone home work

To assist in your training, please answer the following questions:

- 1. Have you ever taken a motorcycle training course? Yes No. If yes, where and when?
2. What type of motorcycle do you own?
3. Do you have any physical or medical conditions that may require treatment?
4. If so, will you be carrying medication with you?

If you wish to fax, email or mail in your application, please complete the following section:

Credit Card # _____ Expiry _____/_____

Name that appears on the card _____

Signature: _____

Registration Fee: \$113.00 (HST inc). Current M2 Exit Students: \$56.50 (HST inc.)

Gearing Up Students in the last two (2) years \$84.75.(HST inc.)

Did you fill out ALL sections completely and accurately?
Any missing/incorrect information may cause a delay in registration.

2012 ERC COURSE SCHEDULE

Course #	Month	Riding Day Sunday 8:30-5:00
1	May	27
2	June	24
3	July	22
4	August	19
5	September	16