

CHAPTER HANDBOOK



Dear Sponsoring Dealer and Chapter Officers:

This H.O.G. Chapter Handbook has been published exclusively for use by Harley-Davidson dealers who sponsor chapters and the chapter officers who play a large role in the overall success of their chapter.

The handbook contains all the information you need to operate a successful chapter. Starting with the preface, you will get a good idea of how the book is organized into sections, which will make it easy to find what you are looking for. Immediately following, you will find the Chapter Charter, which outlines the rules and regulations that govern all chartered H.O.G. chapters. There are job descriptions that describe the duties and responsibilities of the various officer positions, full explanations of member benefits and programs, activities and events, plus safe riding tips. You will also find sections addressing the annual application process, as well as other chapter business and advice on how to manage your annual business meetings. Other sections review topics such as chapter newsletters, H.O.G. trademark usage, chapter merchandise, promotions, and we've even provided blank forms that may be useful to your chapter's membership.

Please review the handbook carefully. It is a very useful tool for sponsoring dealers and chapter officers. By committing yourselves to leadership roles within your chapter organizations, you have demonstrated that you are willing to take responsibility. You are committing yourselves to sharing your talents to enable your chapter members and yourselves to Ride and Have Fun! Remember, it's as important for you to have fun as it is for your fellow members. That's where this handbook can help. By using the handbook faithfully, you will find it easy to get the answers and information you need.

Some of the material in the handbook references items that are necessary to address in the United States. Because of the varying degree of insurance and liability requirements within the many markets in which chapters operate, we have included these materials for your information and for you to use as a guide in developing these aspects of the business of operating a chapter in your specific area.

As always, if there is anything the H.O.G. International Team can do to assist you in your roles, contact us at any time. Think of the H.O.G. International Team as a resource that can provide assistance and is happy to be of service. A list of personnel and contact numbers can be found on the next page.

Thank you for all of the time, energy and effort that you dedicate to your H.O.G. chapter. It is very much appreciated. Have fun and ride safe!

Best regards,

European H.O.G. Team

H.O.G Europe, Middle East and Africa

PROPERTY OF

HARLEY-DAVIDSON MOTOR COMPANY



TELEPHONE DIRECTORY



H.O.G.® Customer Services Europe

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PREFACE



Responsibility:



Sponsoring Dealer



All Officers

This Section Reveals:

- An introduction and overview of the Chapter Handbook
- A description of the contents of each section of the Chapter Handbook
- The structure and components of this book the elements of this book are described under the heading, "How to Use This Handbook"

Introduction

The Chapter Handbook is meant to be used both as a reference book and in some cases, as a "how-to" tool. It's your source of information about H.O.G.® policies and business procedures, suggestions for publicizing chapter activities, field event descriptions, and much more.

Under the "How to Use This Handbook" heading, you'll find a brief explanation of how the book is arranged, a description of each tab's contents, an explanation of the handbook layout including "responsibility icons" to help you identify your areas of specific responsibility, and general information to help you make the best use of the Chapter Handbook. Before you continue reading, take a minute to flip through the handbook to familiarize yourself with how the book is organized.



How to Use This Handbook

This "How to Use This Handbook" section explains how you can find the information you need quickly and efficiently. First, you'll find a description of the contents of each tab. Second, an explanation of the tab layout is provided. Finally, the tools that help you navigate your way around this text are explained.

Handbook Contents

- Annual Charter for H.O.G. Chapters Contains the Annual Charter for H.O.G.® Chapters. It defines the relationship among H.O.G., the Sponsoring Dealer, chapter officers and members.
- **Job Descriptions** Details the minimum duties of each chapter officer.
- Membership Procedures and Benefits Outlines how to join H.O.G., how to renew memberships and lists the benefits that come with H.O.G. membership.
- Activities & Events Provides a description of the activities and events.

 Detailed directions for staging these events and activities are also included here.
- Chapter Business Provides information on the custom T-shirt guidelines, suggestions for handling chapter finances, guidelines for the use of H.O.G. trademarks and other general business topics. In this section, you'll also find reproducible artwork of the H.O.G. logos and trademarks for use in chapter publications.
- **Annual Meeting Kit** Contains the year-end reporting forms H.O.G.® requires and Chapter Charter information.
- Marketing & Media Publicizing your chapter activities in *Hog Tales*® and chapter publications. Advice on chapter related Internet usage is found in this section.



- Safe Riding Tips Contains advice and common sense ideas for planning and/or participating in group rides.
- **Blank Forms** This section is made up of "master" copies of every form found in this book. Use these blank forms to make copies for appropriate distribution. You can also find these forms in the Chapter Business section of www.members.hog.com.
- Index This section is a comprehensive, cross-referenced index.



Tab Section Layout

Every tab in this handbook follows a similar format, with the exception of the Annual Charter for H.O.G.® Chapters and Index tabs. In general, each tab contains the following information:

Responsibility

The "Responsibility" heading is found at the beginning of each tab. In general, all officers should be aware of the "big picture," however, this heading indicates which officers are accountable for the specific information contained in the tab. Each officer has his / her own "responsibility icon." You'll see these icons at particular points within the text. They're intended to draw your attention to a particular instruction, process or guideline assigned to a specific officer position. The icon lets you know **WHO is responsible for WHAT.**



All Officers and Sponsoring Dealer



Sponsoring Dealer



Chapter Director



Assistant Director



Secretary



Treasurer





Activities Officer



Safety Officer



Road Captain



Ladies of Harley® Officer



Editor



Historian



Photographer



Webmaster



Membership Officer



This (Tab) Section Reveals

This heading identifies key points in the tab. Basically, it displays the key components of the contents within the tab. Think of it as the things you'll accomplish, or have been exposed to, when you finish the section, e.g.:

■ "The major tasks and responsibilities assigned to each Chapter Officer and the Sponsoring Dealer"

or

■ "How to become a member of both International H.O.G.® and the local H.O.G. chapter"

Introduction

Gives a brief overview of what the tab is about and why it's important. It's the lead-in to the information you're about to read.

Body Text

The remainder of each tab is the "body text" or the substance of information. It's the **WHAT needs to be done and HOW you do it** part of the book.

You'll also find the "responsibility icons" in this portion of each tab. They provide a reference point throughout the text to remind you of the major tasks of each officer position.



Navigators

You have several tools that can help you find your way around this book. The already mentioned "responsibility icons" are one such tool. In addition, the handbook is equipped with a few more features that make it user-friendly and informative. They are:

The Directory

Found at the front of the book, the directory contains not only a standard table of contents, but helpful phone numbers and addresses. If you're looking for general information, the table of contents can direct you to the correct tab in the book. If you can't find what you're looking for in the handbook, you can look up the H.O.G. Team's phone, fax and E-mail address here, contact them, and get an answer to your question.

Job Descriptions

The Job Descriptions tab of the handbook details the major responsibilities of each chapter officer. These job descriptions are referenced to the specific tabs in the book where the duties are explained in greater detail. When turning to the specified tab in the handbook, be sure to look for the corresponding "responsibility icon."



⇒"See Also"

Throughout the handbook, you'll find the "See Also" heading and arrow icon. "See Also" headings direct you to other areas in the Handbook that contain related information. For example, "See Also" headings in the Activities and Events tab direct you to the Chapter Business and Safe Riding Tips tabs. Likewise, the Safe Riding Tips tab provides group riding information with which you may want to familiarize yourself when planning an Observation Run or Poker Run.

Index

In the index you'll find an alphabetical listing of key words and topics with related page numbers. Every effort was made to ensure that this index is exhaustive and usable.

ANNUAL CHARTER FOR H.O.G. ® CHAPTERS



Responsibility:



Sponsoring Dealer



Director



All Officers

This Section Reveals:

■ The rules and regulations that govern all chartered H.O.G.® chapters

Introduction



The "Annual Charter for H.O.G. Chapters" is the document that defines the relationship among the local chapter, the Sponsoring Dealer and H.O.G. The articles in the charter are binding; you can count on the charter as "the final word" in any question you might have. For those chapters that are incorporated as a not-for-profit association, you will have to read the charter together with the by-laws of your association. It is the responsibility of the Sponsoring Dealer to ensure that their chapter meets the requirements set by H.O.G. in the charter. The director and other officers are to uphold the "Annual Charter for H.O.G. Chapters" in all chapter business and activities.

POLICY

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ANNUAL CHARTER FOR H.O.G.® CHAPTERS

Preamble

The Harley Owners Group[®] (H.O.G.) is an organization founded and sponsored by Harley-Davidson[®] Motor Company. The group was established to offer motorcycling benefits and services to Harley-Davidson enthusiasts throughout the world, and to develop a close relationship between the Harley-Davidson rider, the Harley-Davidson dealer and Harley-Davidson Motor Company.

The opportunity to start an independent chapter affiliated with the Harley Owners Group is offered to bring members together for the common interest of promoting motorcycling activities. The goal of each chapter is to generate an increased level of enthusiasm for riding Harley-Davidson motorcycles. The chapter shall be a family-oriented and a nonpolitical organization.

Article I - Purpose

- The purpose of the local chapter shall be to promote responsible motorcycling activities for Harley Owners Group members by conducting chapter activities and encouraging participation in other H.O.G. events.
- 2. Chapter activities and operations shall be conducted in a manner consistent with a family-oriented, nonpolitical philosophy.

Article II - Sponsorship

- 1. Each chapter must be sponsored by an authorized Harley-Davidson dealer. The decision to sponsor a chapter shall be undertaken solely at the dealer's discretion.
- 2. An authorized Harley-Davidson dealer may sponsor only one H.O.G. chapter.
- 3. The Sponsoring Dealer shall have authority to require that the sponsored chapter conducts its operations and activities in accordance with the Sponsoring Dealer's standards. The Sponsoring Dealer shall require the chapter to operate and conduct activities in accordance with this charter and H.O.G. operating policies.
- 4. The Sponsoring Dealer shall have authority over, and approval rights regarding, the content of all chapter publications.

- 5. The Sponsoring Dealer shall have authority over any and all matters pertaining to chapter membership.
- 6. The Sponsoring Dealer may establish chapter dues, which dues shall be used solely to pay or defray the cost of chapter administration.
- 7. For those chapters that are incorporated as a not-for-profit association, please read this section in conjunction with your chapter's by-laws.

Article III - Application and Term of Relationship

Chapter affiliation with H.O.G. shall be for a one-year term and shall be subject to annual application and acceptance by H.O.G.

Article IV - Name and Affiliation

- 1. The Harley Owners Group, a division of Harley-Davidson Motor Company, is the governing body for all H.O.G. chapters. Each chapter affiliated with the Harley Owners Group shall be a separate and independent organization providing services to its chapter members on a "not-for-profit" basis.
- 2. Each affiliated chapter must adhere to this Charter and to H.O.G. Operating Policies.
- 3. Affiliated chapters shall be named after the respective city or locale of the Sponsoring Dealer. H.O.G. shall have the right to approve chapter names.
- 4. Should H.O.G. determine, in its sole discretion, that a chapter is not adhering to this Charter, H.O.G. may rescind its recognition of the chapter as a H.O.G. affiliated organization. Dealers may likewise rescind sponsorship of their chapter at any time, at which time the chapter's H.O.G. affiliation shall also cease.

Article V - Officers

- 1. Affiliated chapters shall have the following primary officers: Director, Assistant Director, Treasurer, Secretary and Sponsoring Director. Other discretionary officers may be appointed as needed.
- 2. The sponsoring dealer assumes the position of the Sponsoring Director. He may assume any, or all, other officer position(s) including their respective responsibilities and may remove any officer

- from office in the dealer's sole discretion. The Sponsoring Dealer may determine how chapter officers are selected and the length of their terms in office. For chapters that are incorporated, please consult your chapter's by-laws on appointment and removal of officers.
- 3. The Sponsoring Dealer has the authority to require the chapter to perform to the Sponsoring Dealer's standards and is to assure H.O.G. that the chapter abides by this Charter and the Operating Policies.
- 4. The duties and responsibilities of the primary chapter officers shall be as follows:
 - A. **Director:** The Director shall uphold this Charter and the chapter by-laws, conduct chapter meetings and coordinate chapter officer responsibilities.
 - B. **Assistant Director:** The Assistant Director shall assist the Director in carrying out the Director's duties. The Assistant Director shall also be responsible for promoting membership, membership orientation, membership retention, and keeping the chapter members informed of H.O.G. programs.
 - C. **Treasurer:** The Treasurer shall be responsible for the collection and disbursement of chapter funds, reporting the financial transactions to the membership on a monthly basis, submitting an annual financial report to H.O.G., compliance with all revenue recording and reporting requirements and for submitting the Chapter Reimbursement Application along with required documentation.
 - D. **Secretary:** The Secretary shall be responsible for the administrative needs of the chapter, keeping the minutes of chapter annual business meetings and general meetings, oversees the position of membership officer if it exists, ensuring that all chapter members are current H.O.G. members, having on file a signed copy of the Annual Chapter Membership Enrollment Form and Release of each member as signed on an annual basis, and submitting to H.O.G. the H.O.G. Chapter Charter Application and any other reports as required by H.O.G. Further, the Secretary shall ensure that all insurance requirements are met (including participant signatures to required release forms), and that all annual filings with local authorities are done. The Secretary shall ensure preparation of injury report forms, timely submission of injury report forms to the appropriate insurance company and shall be responsible for the maintenance and storage of release forms and injury reports.
- 5. The duties and responsibilities of the discretionary (optional) chapter officers shall be:
 - A. Activities Officer: The Activities Officer shall be responsible for the administration of chapter events.

- B. **Ladies of Harley Officer:** The LOH Officer shall be responsible for encouraging women members to take an active part in chapter activities.
- C. **Road Captain:** The Road Captain(s) shall be responsible for assisting in the planning of routes for chapter rides and keeping the Chapter informed of all H.O.G. programs.
- D. **Editor:** The Editor shall be responsible for assembling and organizing written, oral (broadcast) and electronic material for chapter publications, e.g., newsletters, press releases. All chapter publications, whether written, oral (broadcast) or electronic, shall be subject to approval by the Sponsoring Dealer prior to publication.
- E. **Safety Officer:** The Safety Officer shall be responsible for providing chapter members with information relating to the availability of rider training.
- F. **Photographer:** The Photographer shall be responsible for obtaining and organizing chapter photographs for use in chapter publications and chapter history albums.
- G. **Historian:** The Historian shall be responsible for the preparation and maintenance of a written account of the history of the chapter, to include officer positions, chapter activities and membership levels.
- H. **Membership Officer:** The Membership Officer shall be responsible for ensuring that all chapter members are current H.O.G. members, having on file a signed copy of the Annual Chapter Membership Enrollment Form & Release of each member as signed on an annual basis; maintains chapter membership report, providing quarterly updates to the H.O.G. office or maintaining on the Chapter Business site of www.members.hog.com.
- Webmaster: The Webmaster shall be responsible for assembling and organizing material for the Chapter Website and seeking approval from the Sponsoring Dealer prior to publication.

Article VI - Membership

1. All Harley Owners Group members may join any affiliated chapter. An expired membership in H.O.G. automatically terminates local chapter membership and any associated memberships. It shall be the responsibility of each local chapter to ensure that chapter members are current

H.O.G. members and to maintain on file in the chapter records a signed copy of the annual Chapter Membership Enrollment Form and Release of each chapter member. It shall be the responsibility of any person applying for, or renewing, membership in a local chapter to provide proof of his or her international membership as a condition of eligibility for membership.

2. The Sponsoring Dealer may suspend or terminate a person's membership in the sponsored chapter if the Sponsoring Dealer, in the Sponsoring Dealer's sole discretion, determines that a member's conduct is undesirable or contrary to the Sponsoring Dealer's interests. For chapters that are incorporated, please consult your chapter's by-laws that have a specific section on removal of members.

Article VII - Dues

- 1. Chapters are to be not-for-profit organizations. The Sponsoring Dealer may establish chapter dues to be utilized solely to pay or defray the cost of chapter administration. For the chapters that are incorporated, please consult your by-laws that have a section on dues.
- 2. Chapters may conduct legitimate fund-raising activities to assist in paying or defraying chapter operating expenses or to raise funds for charitable purposes. All such fund-raising activity shall be subject to approval by the Sponsoring Dealer.

Article VIII - Activities

Chapter events and activities are the sole responsibility of the local chapter. These events and activities may include any family-oriented, safe activities that promote a positive image of the sport of motorcycling and that appeal to the chapter membership.

Article IX - Chapter Publications

All material published by the chapter must include the official chapter name and number. All chapter publications, whether written, oral (broadcast), or electronic must be approved by the Sponsoring Dealer. If, at any time, H.O.G. determines in its sole discretion that a chapter publication is incompatible with the family-oriented, nonpolitical philosophies and/or objectives of H.O.G., the chapter recognition as a H.O.G. affiliated organization may be terminated. A copy of all chapter publications of any type must be sent to the H.O.G. office.

Article X - Trademark License

1. The trademarks H.O.G.®, HOG®, HARLEY OWNERS GROUP®, L.O.H.®, LADIES OF HARLEY® and the following H.O.G. logos (the "**H.O.G. Trademarks**") are among the many trademarks of Harley-Davidson Motor Company. These **H.O.G. Trademarks** may not be altered in any way and cannot be used in combination with any other words or graphics.



Harley Owners Group





- 2. The issuance or renewal of this Annual Charter For H.O.G. Chapters shall constitute a limited license to use the **H.O.G. Trademarks** for the term of this Annual Charter for H.O.G. Chapters. In the future each chapter in Europe will enter into a genuine trademark license agreement with H.O.G. separate from the Annual Charter.
- 3. The Chartered H.O.G. Chapter's license to use the **H.O.G. Trademark**s is limited to use in conjunction with the official chapter name and use in conjunction with material relating to chapter activities.
- 4. The current H.O.G. eagle logo shall be displayed only with the official chapter name, which official chapter name shall be displayed above the H.O.G. eagle logo and within the official H.O.G. chapter chevron as depicted below.



- 5. Chapters must obtain approval from H.O.G. prior to using **H.O.G. Trademarks** on any material other than chapter publications. T shirts, pins and all other items are only to be produced by authorized licensees of Harley-Davidson Motor Company and shall likewise be subject to prior approval by H.O.G.
- 6. Chapter use of the **H.O.G. Trademarks** may continue only so long as this Annual Charter or the H.O.G. trademark license is in effect between H.O.G. and the chartered chapter and the chapter operates in accordance with this Annual Charter and H.O.G. Operating Policies. H.O.G. may, at its sole discretion, terminate the chapter's limited license 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.

7. The chapter shall provide such assistance as may reasonably be requested by Harley-Davidson Europe to protect the **H.O.G. Trademarks** in the locality of the chapter's operations.

Article XI - By-Laws

- 1. This Charter shall be adopted and serve as operating policy for H.O.G. chapters and must be available to all chapter members.
- 2. For chapters that are incorporated the chapter by-laws supplement this Charter and H.O.G. Operating Policies. The sponsoring dealer and the H.O.G. office must approve chapter by-laws prior to publication or implementation. Once adopted, a copy of the chapter by-laws must be furnished to the Sponsoring Dealer and H.O.G. office and must be available to all chapter members. In case of discrepancy, the chapter by-laws prevail.

Article XII - Amendments

H.O.G. may amend this Charter at any time at its sole discretion based upon H.O.G.'s review of chapter developments and needs or because of conflicts with any applicable national or local laws.

Article XIII - Disbursement of Funds

In the event of dissolution or final liquidation of the Chapter, all of the remaining funds and property of the Chapter shall, after paying or making provision for the payment of all of the liabilities and obligations of the Chapter and for necessary expenses thereof, be distributed to such organization or organizations as are organized and operated exclusively for charitable purposes and which qualify as a charitable organization under the relevant country laws. In no event shall any of such assets or property be distributed to any director, officer or private individual.

Article XIV - Disclaimer

While the chapter may be affiliated with H.O.G., it remains a separate, independent entity responsible for its actions. All Harley Owners Group members and their guest(s) participate voluntarily and at their own risk in H.O.G. and H.O.G. chapter activities. The Sponsoring Dealer, H.O.G. and Harley-Davidson Motor Company, its subsidiaries and distributors and local chapter officers are and shall be released and held harmless by the member/guest for any injury or loss to the member/guest or to his or her property which may result from participation in H.O.G. and H.O.G. chapter activities. This means that each and every member of the local chapter and their guest(s) have no ground for legal action against the Sponsoring Dealer, H.O.G., Harley-Davidson Motor Company, its distributors and its subsidiaries, the local chapters and their respective agents and employees for any injury resulting to them or their property.

Article XV - National and Local Laws

If any part of this Charter should be invalid for any reason whatsoever under any national or local laws having jurisdiction over the subject matter of this Charter, then that part shall be considered deleted from this Charter and the rest of this Charter shall remain valid and in full force and effect.

Article XVI - Operating Policies

- 1. **Recision and Termination of Sponsorship:** In the event a Sponsoring Dealer decides to terminate or rescind sponsorship of a chartered chapter:
 - A. The Sponsoring Dealer shall inform the appropriate H.O.G. Manager of the Sponsoring Dealer's intent to cancel or terminate sponsorship fifteen days prior to providing the chapter with written notice of termination or recision of sponsorship. Such notice shall be afforded by telephone or facsimile transmission.
 - B. The Sponsoring Dealer shall provide the chapter with written notice that sponsorship is terminated or rescinded, setting forth the reasons for termination or cancellation. Said notice shall be effective fifteen days subsequent to date of delivery of the notice. A copy of the Sponsoring Dealer's written notice to the chapter membership shall be sent to the H.O.G. Manager.

C. Any subsequent application for charter by a group proposed to be sponsored by the former Sponsoring Dealer shall not be considered for acceptance for a minimum period of three months following the Sponsoring Dealer's termination or recision of the dealer's sponsorship of the former chartered chapter.

2. Chapter Activities:

- A. Chapter should specify whether events are 'open', 'closed' or 'members only'.
- B. **Closed events** are those chapter events that are open to chapter members and one guest per member.
- C. **Member events** are events that are open only to H.O.G. members.
- D. **Open events** are those chapter events that are open to chapter members, international H.O.G. members and other guests as desired.
- 3. **Membership:** In order to suspend or revoke a membership in the chapter, the Sponsoring Dealer must do the following:
 - A. Notify the member in writing of the cancellation of his/her chapter membership. Give the reason for the cancellation in clear, concise terms.
 - B. Refund the member's chapter dues for the year.
 - C. Send a copy of the cancellation letter to the H.O.G. Manager.
 - D. For chapters that are incorporated, please consult your chapter's by-laws that have a special section on suspension and cancellation of membership.
- 4. **Newsletters:** Newsletters can consist of any printed material informing the membership of activities, i.e. postcards, flyers, multi-page publications, etc. Activities listed in the newsletter must indicate whether it is an open event, H.O.G. member event or closed event.
- 5. **Chapter Status:** Any chapter which fails to conduct any events or fails to publish any newsletters, may have their chapter recognition as a H.O.G. affiliated organization rescinded.
- 6. **Dues:** Annual chapter membership dues may not exceed 50 Euros.

JOB DESCRIPTIONS



Responsibility:



This Section Reveals:

- The major tasks and responsibilities assigned to the Sponsoring Dealer and each chapter officer
- Suggestions on encouraging members to become officers

Introduction



Assuming leadership of a H.O.G. chapter is a large responsibility. Your chapter members expect you to take care of chapter business so they can have fun. Other chapter officers rely on you to follow through with your specific duties. Your Sponsoring Dealer relies on you to keep things running smoothly. Harley Owners Group trusts you to follow the charter. And everyone is counting on you to provide a safe, social environment for H.O.G. members to get together, have fun and ride. It's no small task.

The job descriptions in this handbook list H.O.G.'s basic expectations, including specific reference to what is required of the Sponsoring Dealer and chapter officers in the "Annual Charter for H.O.G. Chapters." Any other tasks you take on as an officer should serve to make participation in the chapter more fun, not more work!

The following details the major duties assigned to the Sponsoring Dealer and each chapter officer. The icons next to each job description appear throughout the handbook to let you know who is responsible for what.



Important Dates to Remember

January 31

- H.O.G.® Chapter Charter Application due in H.O.G. office (Sponsoring Dealer, Director, Secretary)
- Annual Financial Statement due in H.O.G. office (Treasurer).
- Submission of Chapter Reimbursement Application (Treasurer)

Association Annual Report (if applicable)

■ Seek your attorney's advice; deadline varies from area to area.

Insurance Form Deadlines

■ If your chapter requires event insurance seek your local insurance agent's advice





Sponsoring Dealer

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

Responsibilities:

- Promotes H.O.G. and the H.O.G. chapter to potential members
- Abides by the "Annual Charter for H.O.G. Chapters" and all H.O.G. operating policies
- Ensures that the chapter operates in accordance with the "Annual Charter for H.O.G. Chapters" and H.O.G. operating policies
- Signs annual H.O.G. Chapter Charter Application and ensures it is received in the H.O.G. office by January 31
- If the chapter is incorporated, ensures the chapter complies with all annual filing requirements
- Approves all chapter publications
- Places chapter custom T-shirt orders
- Approves any local chapter by-laws (along with the H.O.G. Manager)
- Contacts the H.O.G. Manager prior to disbanding a chapter
- Contacts the H.O.G. Manager prior to starting a chapter
- Approves all fund-raisers
- Assumes the position of Sponsoring Dealer on the Board of Directors in chapters that are incorporated.

The Sponsoring Dealer may:

- Determine how the chapter officers are chosen and the length of their term; for chapters that are incorporated, the chapter by-laws also need to be consulted
- Suspend or revoke membership to the local chapter; for chapters that are incorporated, the chapter by-laws also need to be consulted
- Rescind chapter sponsorship at their discretion
- Establish chapter dues in accordance with the charter and the by-laws
- Assume any, or all, officer positions. For the chapters that are incorporated, please consult your by-laws on possible additional officer positions for the Sponsoring Dealer.

⇒ See Also:

The Charter - Entire charter, especially Articles II, IV, V, VI, XI and XVI **The Handbook** - Tabs B, F and G

Important Deadlines

January 31 - H.O.G. Chapter Charter Application due in H.O.G. office





Responsibilities:

- Works with the Sponsoring Dealer to uphold the "Annual Charter 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 Charter Application and ensures it is received in H.O.G. office by January 31
- If chapter is incorporated, ensures chapter complies with all 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
- Routes H.O.G. correspondence to fellow officers and to membership, as requested

⇒ See Also:

The Charter - Entire charter, especially Articles I, V, X and XI **The Handbook** - Tabs B, F and G

Important Deadlines

January 31 - H.O.G. Chapter Charter Application due in H.O.G. office **Corporation Annual Report** - Seek your corporate attorney's advice; deadline varies from area to area, if applicable.





Assistant Director

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter 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 and LOH Motorcycling Memories contest
 - Safety Officer Motorcycle safety programs and Safe Rider Skills program
 - Photographer Staff Photographer pin
- Conducts new member orientation

⇒ See Also:

The Charter - Entire charter, especially Articles I, V, VI, VIII and XVI **The Handbook** - Tabs B, D, F, H and J





Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters"
- Collects chapter dues (no more than 50 Euros per year)
- Manages all chapter funds
- Oversees the preparation of chapter tax returns, where applicable
- Reports financial transactions to members monthly
- Submits the annual financial statement to H.O.G. (by January 31)
- Submits Chapter Reimbursement Application (by January 31)
- 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

⇒ See Also:

The Charter - Entire charter, especially Articles V, VII, XIII and XVI

The Handbook - Tabs B, F and G

Important Deadlines

January 31 - Annual Financial Statement due in H.O.G. office

Submission of Chapter Reimbursement Application





Secretary

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter 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:
 - Ensures that chapter members have current H.O.G. memberships
 - Enroll new chapter members
 - Administers annual chapter member renewal process
 - Ensures that the most recent officer and chapter address information is on file with H.O.G.
 - Maintains 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 Charter Application (once a year, by January 31)
 - 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

⇒ See Also:

The Charter - Entire charter, especially Articles V, VI and XVI

The Handbook - Tabs B, D, F, G and H

Important Deadlines

January 31 - H.O.G.® Chapter Charter Application due in H.O.G. office (Sponsoring Dealer, Director, Secretary)





Activities Officer

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter 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 insurance and release forms where applicable

⇒ See Also:

The Charter - Entire charter, especially Articles I, V, VIII and XVI

The Handbook - Tabs B, E, F, H and I





Ladies of Harley® Officer (L.O.H.)

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter 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 L.O.H. benefits and activities
- Coordinates L.O.H. chapter activities

Remember:

Ladies of Harley is another benefit of membership, not a separate organization 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 L.O.H. members. You can, of course, organize events that may be more appealing to the L.O.H. 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.

⇒ See Also:

The Charter - Entire charter, especially Articles I, V and XVI

The Handbook - Tabs B, D, H and I





Road Captain

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter 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 organized chapter rides

⇒ See Also:

The Charter - Entire charter, especially Articles I, V and XVI

The Handbook - Tabs B, D, E and I





Editor

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter 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
- Organizes and assembles written material for the chapter
- Submits chapter events on-line at www.members.hog.com for listing on the Chapter Events List
- Submits chapter events to *Hog Tales* for publication
- 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 *Hog Tales and Enthusiast®* and reprint it in the chapter newsletter

⇒ See Also:

The Charter - Entire charter, especially Articles I, V, IX, X and XVI

The Handbook - Tabs B, F and H





Safety Officer

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters"
- Provides motorcycle safety 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

⇒ See Also:

The Charter - Entire charter, especially Articles I, V and VIII

The Handbook - Tabs B, D, E and I





Photographer

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters"
- Takes and organizes chapter photos for chapter publications, *Hog Tales* and a chapter history album
- Submits chapter photo to *Hog Tales* when requested

⇒ See Also:

The Charter - Entire charter, especially Articles I and V

The Handbook - Tabs B, D and H





Membership Officer

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter 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

⇒ See Also:

The Charter - Entire charter, especially Articles V, VI, XVI

The Handbook - Tabs B, D and F





Webmaster

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters"
- Authors, edits and updates the chapter web site
- Follows Internet guidelines in Section H of the Chapter Handbook
- 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
- Organizes 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. See section H.
- Submits chapter web site to H.O.G. for listing on www.members.hog.com and the H-D dealer locator.

The Webmaster may:

■ Select information from the *Hog Tales and Enthusiast*® and reprint it on the chapter web site.

⇒ See Also:

The Charter - Entire charter, especially Articles I, V, IX, X, and XVI

The Handbook - Tabs B, F and H





Historian

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters"
- Organizes written accounts of chapter activities, records names of chapter officers, notes membership levels, etc.
- Organizes 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 utilized in articles for both the chapter publications and *Hog Tales*

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

⇒ See Also:

The Charter - Entire charter, especially Articles I, V and X

The Handbook - Tabs B and H

MEMBERSHIP PROCEDURES & BENEFITS



Responsibility:



Assistant Director



Secretary



Road Captain



Membership Officer



Safety Officer



Photographer



Ladies of Harley® Officer

This Section Reveals:

- The features and benefits associated with the four different H.O.G.® membership levels
- The process followed to become a member of both H.O.G. Europe and the local H.O.G. Chapter
- The details of the many H.O.G. member benefits
- Who is responsible for informing members of the various benefits of Membership

Introduction

Some of the most attractive elements of H.O.G. membership are the many benefits available to riders. From *Hog Tales*® to Fly & Ride,™ there's something for everyone. This section includes directions on becoming a H.O.G. member and descriptions of all the benefits available to enthusiasts once they've joined H.O.G.



H.O.G.[®] Membership Procedures



As a chapter officer, you may be called upon to describe the different types of H.O.G. membership. If someone asks you how to join H.O.G., renew a H.O.G. membership or how to become a member of the local chapter, look here for the answer!

Types of H.O.G.® Membership

Any Harley-Davidson® motorcycle owner can become a full or full life member of the Harley Owners Group®. Associate memberships are designed for the passenger of a full member. Note that all memberships are non-refundable and non-transferable.

Full Membership

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

Full Life Membership

Full life members are entitled to all the benefits of a full member, as well as a special life member patch and pin.

Associate Membership

Associate members are entitled to a number of benefits. Every associate member must have a sponsoring full member.

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.



Automatic Membership

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

Membership Enrollment Instructions

Use the following guidelines to complete the Harley Owners Group® Enrollment form.

Full Membership

- Check either new or renewal box
- If renewal, provide existing H.O.G.® number
- Vehicle Identification Number **must** be provided
- Complete method of payment section, including signature
- Complete other information, as appropriate
- Provide chapter information

Associate Membership

- Check either new or renewal box
- Provide the H.O.G. number of the sponsoring full member
- Provide chapter information
- Complete method of payment section, including signature
- Complete other information, as appropriate

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 and an updated H.O.G. Touring Handbook (full members) and Membership Manual. Memberships are non-refundable and non-transferable. Please allow four to six weeks for delivery of all membership materials.



Are You Entitled to a Discount?

Ever been into your local dealership or one on the road and received a merchandise discount for being a H.O.G. member? *Please remember to say Thank You!* Any discounts are at the discretion of the dealer as an independent businessperson and are NOT a benefit of H.O.G. membership (Nationally or at the Chapter level)!

Dealers may place stipulations on discounts, and some don't offer discounts, period. Local chapter membership may be a requirement for an offered discount. Discounts, if any, may be based on participation in meetings, events, and/or rides.

Remember that dealers sponsor chapters and the Annual Charter for H.O.G. Chapters states nothing about discounts. The practice of discounting for H.O.G. members is a dealer "gift", not a right.

Please say "Thank You" if you receive a dealer discount for belonging to the largest, most dynamic factory sponsored riding club in the world.....Harley Owners Group!



EUROPEAN ENROLMENT/ RENEWAL FORM



Please write in CAPITAL letters. European membership prices and membership benefits are on the reverse. Areas indicated with a BLACK BOX () are the minimum requirements – forms will be returned if these sections are not completed. ☐ English Language Preference ☐ French □ Italian ☐ German □ Dutch □ Spanish **FULL MEMBERSHIP** ■ Type of Full Membership (one must be selected) ■ Renewal (Existing H.O.G. Number) ___ □ Life (DD/MM/YY) ■ Gender □ Male ☐ Female ■ First Name Initial Surname Street Postcode Country Tel. (Daytime) __ Tel. (Mobile) _ Email _ VIN Number If Chapter Member: Chapter Name _ (Frame number, not registration plate or engine number) Chapter Number -**ASSOCIATE MEMBERSHIP** Type of Associate Membership (one must be selected) ___ □ Life ■ Renewal (Existing H.O.G. Number) ■ Gender ☐ Male ☐ Female Initial _ ■ First Name Surname Street Postcode Country Tel. (Daytime) H.O.G. Number of sponsoring member-If Chapter Member: Chapter Name — Chapter Number — METHOD OF PAYMENT (one must be selected) ☐ Cheque enclosed made payable to: H.O.G. Europe □ Visa □ Euro / Master Credit Card number Name on Card

Date

Currency

Associate Membership Amount _

DO NOT SEND CASH. Please send this form with payment and any attachments to: H.O.G. Customer Services, PO Box 114, Twickenham, TW1 1XQ, UK

Ladies of Harley

Full Membership Amount __

Signature

Ladies of Harley is free of charge to active, female H.O.G. members. Check here if you would like to join:

☐ LOH - Full Membership ☐ LOH - Associate Membership

□ Please tick the box if you wish us to use the information that you have provided to us (including your e-mail address and mobile phone number) to send you further information about products and services from Harley-Davidson, Buell or its representatives that we believe you will be interested in. (For more info see the H-D Privacy Policy on our website **www.harley-davidson.com**)

(DD/MM/YY)

EUROPEAN H.O.G. MEMBERSHIP PRICES



All prices include value added tax (VAT). Prices are subject to change without prior notice.

CURRENCY	FULL	FULL (ASSOCIATE)	LIFE	LIFE (ASSOCIATE)
EURO	60	30	600	300
POUND	40	20	400	200

H.O.G. COMMUNICATION OPTIONS

International Free/Faxfone:

Tel: (00) 800 1111 2223 | **Fax:** (00) 800 7766 5566

International Tel/Fax number:

Tel: +44 208 891 9088 | **Fax:** +44 208 843 8770

Opening Times:

UK Time European Time Days

8am - 6pm 9am - 7pm Monday - Friday

9am - 3pm 10am - 4pm Saturday

Email: customerservices@hog-europe.com

Mail: H.O.G. Customer Services, PO Box 114, Twickenham, TW1 1XQ, UK

•	•	•	•						•	•	•	•	•	•	•	•	•	ASSOCIATE LIFE MEMBER
•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	FULL LIFE MEMBER
•	•	•	•						•		•	•	•	•	•	•	•	ASSOCIATE MEMBER
•	•	•	•	•	•	•	•	•	•		•	•	•	•	•	•	•	FULL MEMBER
ABC's of Touring	Bronze H.O.G. Pin	Chapter Challenge	Embroidered H.O.G. Patch	Enthusiast	European Touring Handbook	Fly & Ride™	Hog Tales	H.O.G. Assistance	Ladies of Harley	Life Member Pin & Patch	Local Chapter	Membership Card	Mileage Program	Motorcycle Shipping	Rallies / Receptions	Safer Rider Skills	*Ten Year Member Recognition	* MUST COMPLETE TEN CONSECUTIVE YEARS OF MEMBERSHIP
																		D -6





Local Chapter Membership

All H.O.G.® members are eligible to join any affiliated local chapter by completing the Chapter Membership Enrollment Form and Release.

Applicants are responsible for providing proof of their H.O.G. membership. An expired H.O.G. membership automatically terminates local chapter membership.

The Sponsoring Dealer has the right to suspend or revoke the membership of any chapter member should his/her conduct be deemed undesirable. For the chapters that are incorporated, please consult your by-laws that have a section on suspension of membership.

Local Chapter Enrollment

The following membership guidelines apply to all local chapters:

- Only use the Chapter Membership Enrollment Form and Release found on the next page
- A new Chapter Membership Enrollment Form and Release must be completed each year
- Maximum chapter dues are 50 Euros or equivalent per year
- A separate form is needed for each member, whether rider or passenger
- Only current H.O.G. members may join a local chapter

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

- Examine member's current H.O.G. card
- Have the person join the H.O.G.
- Verify membership by using the H.O.G. Chapter Membership. Report provided on Chapter Business site at www.members.hog.com.
- Look up on the Chapter Business site on www.members.hog.com. (See Section F)

UK EXAMPLE

CHAPTER MEMBERSHIP ENROLLMENT FORM AND RELEASE

CHAPTER NAME:	
MEMBER NAME:	
ADDRESS:	
CITY:	COUNTRY:
PHONE NUMBER:	
expiration date of H.O.G. MEI	MBERSHIP:
I have read the Annual Charter for sponsored chapter.	H.O.G. Chapters and hereby agree to abide by it as a member of this dealer
I recognize that while this Chapter i responsible for its actions.	is chartered with H.O.G., it remains a separate, independent entity solely
- T	his is a release, read before signing -
Motor Company, Harley-Davidson I directors, employees and agents (he damage to my property occurring domissions occurring during the perfectused by negligence (except gross and their guests participate voluntar out of the conduct of such activities property which may result from my MEANS THAT I AGREE NOT TO SUARISING FROM, OR IN CONNECT	Harley Owners Group (H.O.G.), Harley-Davidson, Inc., Harley-Davidson Europe, Ltd, and any of its corporate affiliates, and their respective officers, ereinafter, the "RELEASED PARTIES") shall not be liable or responsible for luring any H.O.G. or H.O.G. chapter activities and resulting from acts or ormance of the duties of the Released Parties, even where the damage is negligence or willful intent). I understand and agree that all H.O.G. members rily and at their own risk in all H.O.G. activities and I assume all risks arising s. I release and hold the "RELEASED PARTIES" harmless from any loss to my participation in H.O.G. activities and EVENT(S). I UNDERSTAND THAT THIS JE THE "RELEASED PARTIES" FOR ANY DAMAGE TO MY PROPERTY TION WITH, THE PERFORMANCE OF THEIR CHAPTER DUTIES IN ONDUCTING SAID EVENT(S), EXCEPT IN THE CASE OF GROSS T BY THE RELEASED PARTIES.
	ARTIES may take photographs of participants at the EVENT(S) for use in confirm that I have no objection that my photograph is taken and used in
	zation to Photograph , I certify that I have read this Release and fully ring on any statements or representations made by the RELEASED PARTIES.
MEMBER SIGNATURE:	
WITNESS:	
LOCAL DIJES PAID:	DATE:

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

ABCs OF TOURING FORM



OFFICIAL GUIDELINES

- Entries must be from a current H.O.G. member and must be for one person only. If a full and an associate member both wish to enter, each must submit separate entries.
- 2. Entries must include at least 26 photos with ALL of the following elements en EACH photo.
- Your Harley-Davidson motorcycle.
- An issue of H.O.G. Tales
- You in at least six photos
- An "official sign".
- Entries must include a list of each city/town, county, municipality, state, province, country, or event. Photos in front of H-D Dealers must have the name of the city/village/town written on the back of the photo.
- 3. An "official sign" is:
- A sign posted by a government body, which lies within the boundaries of the place it identifies (mileage/kilometer markers or directional signs are not allowed)
- Government buildings with the name of the city/village/town or state on them such as post offices, police stations, etc.
- An authorised Harley-Davidson dealership may be used to designate a city/village/town. However, the first letter of the actual city where the dealership is located is the letter for which you will be credited. (A photo of "Harley-Davidson Stuttgart" would give you credit for the letter "K" because that dealer ship is located in Korntal, Germany)
- 4. The name of the dealership, city/village/town, county, municipality, state, country, etc. must appear legibly on the "official sign" in the photo to receive points.
- You must ride your Harley-Davidson motorcycle. Photos with motorcycles on trailers are not eligible.
- Names of winners will be published in HOG Tales. All photos submitted will become the property of Harley-Davidson Motor Company and may be used in HOG Tales or National Newsletters.
- Send entries to Harley Owners Group Europe (see address directory below). All entries must be postmarked no later than November 30th. All awards will be presented after the date.

- 8. Photos must qualify as outlined above to be eligible for points. Points are awarded as follows:
- One point for each European city (or equivalent i.e., village, town, municipality) sign from A to Z.
- Maximum 26 points
- One point for each European country, province, county, shire, borough, département in France, canton in Switzerland, Bundesland in Germany, territory or state sign. Maximum 30 points
- One point for each U.S. State. Maximum 50 points
- 2 points for any European, U.S. or National HOG Rallies advertised in HOG Tales or in your national newsletter.
- 2 points for each Touring State or Regional HOG Rally advertised in HOG Tales or in your national Newsletter as a "Touring", "State" or "Regional" Rally.
- One point for each natural/national park. Maximum 2 points
- One point for each of the following Harley-Davidson facilities: Juneau Avenue, Capitol Drive, Pilgrim Road in Milwaukee, Wisconsin; Tomahawk, Wisconsin; York, Pennsylvania; Kansas City, Missouri; East Troy in Wisconsin. Maximum 7 points
- 9. The following incentives will be awarded:
- 26 points ABCs of Touring pin
- 36 points ABCs of Touring pin and patch
- 46 points ABCs of Touring pin, keyfob, patch
- 56 points ABCs of Touring pin, keyfob, patch and HOG playing cards
 Most points (1st place) \$500** HOG Gift Certificate* and ABCs of
- Most points (1st place) \$500** HOG Gift Certificate* and ABCs of Touring Plaque
- Second place \$250** HOG Gift Certificate* and ABCs of Touring Plaque
- Third place \$100** gift certificate* and ABCs of Touring Plaque
 - * also includes above listed incentives
 - ** or currency equivalent of your country

10. ABSOLUTELY NO EXEPTIONS WILL BE MADE TO THE ABOVE RULES.

In the event of a tie, a draw will be held. Decision of the judges is final.

CLOSING DATE: 30 NOVEMBER

H.O.G. COMMUNICATION OPTIONS

INTERNATIONAL FREE/FAXFONE:

INTERNATIONAL TEL/FAX NUMBER:

OPENING TIMES: UK TIME EUROPEAN TIME DAYS

8am - 6pm 9am - 7pm Monday - Friday

9am - 3pm 10am - 4pm Saturday

EMAIL:

customerservices@hog-europe.com

MAIL:

ABCs OF TOURING FORM



Please refer to your membership manual for full details. Please write in **CAPITAL** letters.

MEMBER NAME	MEMBER NUMBER					
European City (A - Z)	US, European or	U.S. State	Touring / State / Regional Rally			
	national H.O.G Rallies		(advertised in HOG-Tales)			
A		1				
В	1	2	1			
C	2	3	2			
D	3	4	3			
E	4		4			
F	5	6	5			
G	6	. 7				
H	7		TOTAL			
<u></u>	8	9	No May 14 Date of a second			
J	9	. 10	No Max. / 1 Point per entry			
K	10 11					
L						
M	12 13					
0	14		TOTAL ————			
P	15	16				
Q		17				
R	TOTAL	18				
s		19				
T	Entries / 2 Points per entry	20				
U	. ,	21				
V		22				
W	European Country, Province,	23				
X	County, Shire etc.	24				
Υ		25				
Z	1	26				
	2	27				
TOTAL	3	28				
14 OS B. 1. /4 B. 1.	4	29				
Max. 26 Points / 1 Point per entry	5	30				
	6					
Nat'l Park/Forest/Provincial Park	7	32				
Nat i Park/Forest/Provincial Park	8	33				
1						
2	10 11	36				
	12	37				
TOTAL	13					
	14					
Max. 2 Points / 1 Point per entry	15	40				
,	16					
	17	42				
H-D Facilities (USA)	18	43				
	19	44				
1	20	45				
2	21	46				
3	22	47				
4	23	48				
5	24	49				
6	25					
TOTAL	26					
TOTAL	27	TOTAL				
May 6 Doints / 1 Doints	28	May EO Bainta / 1 Bainta				
Max. 6 Points / 1 Point per entry	29	Max. 50 Points / 1 Point per entry				
	30					

TOTAL



CHAPTERS

Harley-Davidson® dealers throughout the world sponsor local H.O.G.® chapters. Joining a chapter is a great way to meet new friends, participate in chapter activities and have a lot of fun.

See your Harley-Davidson dealer for information on joining the local H.O.G. chapter and the benefits it offers. Harley-Davidson dealers sponsoring a local H.O.G. chapter are indicated in your Touring Handbook (all local chapter members must be current H.O.G. members).

TEN-YEAR MEMBER RECOGNITION

As a tribute to all H.O.G. members who have completed 10 consecutive years of membership, a special H.O.G. Ten-Year Member Patch will be included in the renewal packages after completion of 10 consecutive years of membership with the Harley Owners Group[®]. Every member (life, full or associate) who remains a dedicated member for 10 consecutive years will be recognized with this unique award.



ENTHUSIAST ®

Harley-Davidson's® own magazine, *Enthusiast*, has been entertaining and informing Harley-Davidson enthusiasts since 1916! *Enthusiast* is the oldest continually published motorcycle magazine in the world. This magazine is a great source for the latest news about the company, its products, and its activities. *Enthusiast* is a benefit to full members of the Harley Owners Group®. You will receive *Enthusiast* three times a year!

Along with six issues of Hog Tales®, you'll be sure to enjoy lots of good Harley® reading!





FLY & RIDE™

Full members can rent a Harley-Davidson® motorcycle at the following locations:

May through September:

Adams Center, NY Frankfurt, Germany
Anchorage, AK London, England

Belgrade, MT Vancouver, British Columbia

April through October:

Barre, VT Garden City, ID (Boise)

Bellevue, WA (Seattle)

Eugene, OR

Everett, MA (Boston)

Ft. Collins, CO

Rapid City, SD

Reno, NV

Harrisburg, PA

Milwaukee, WI

Nashville, TN

Rapid City, SD

Reno, NV

(Washington, D.C.) Salt Lake City, UT

Year-round:

Albuquerque, NM Miami, FL
Myrtle Beach, SC Oakland, CA
Charleston, SC Orlando, FL

Glendale, CA (Los Angeles)

Honolulu, HI

Kailua-Kona, HI

Kapaa, Kaudi, HI

Lithia Springs, GA (Atlanta)

San Antonio, TX

San Diego, CA

San Francisco, CA

Brisbane, Australia

Sydney, Australia

Las Vegas, NV Matthews, NC (Charlotte)

Loma Linda, CA Mesa, AZ (Phoenix)

Note: International locations are subject to different driving rules and road conditions. For example, in Sydney, Brisbane, and London, motorists drive on the opposite side of the road than in North America. Be sure to be well rested from your trip before picking up your Fly & Ride motorcycle.



FLY & RIDE™ RESERVATIONS

All reservations must be made through the Harley Owners Group® office in Milwaukee at least three weeks in advance of the pick-up date. No reservation is confirmed until a deposit is received. The number of vehicles is limited, so make your reservations early. You must have a valid motorcycle operator's license at the time of reservation.

RENTAL RATES

Rental rates are U.S. \$100 per day, U.S. \$600 per week (seven days) for the U.S. and Canada, U.S. \$125 per day, U.S. \$750 per week (seven days) for Europe and Australia, plus any applicable sales tax. There is a two-day minimum. The maximum rental period is three weeks. A 50% deposit is required to hold your reservation. The remaining 50% must be received at least three weeks before the vehicle is to be picked up.

FLY & RIDE™ INSURANCE

H.O.G.® provides liability insurance for up to U.S. \$100,000 per person, but not more than U.S. \$300,000 per accident, or property damage up to U.S. \$100,000. You, as the renter, are responsible for the first U.S. \$1,500 of any physical damage to the rental vehicle. You must provide H.O.G. with your credit card number at the time the balance of your rental fee is due. No assessment will be charged to your card when the rental vehicle is returned undamaged and as scheduled. Insurance limits may differ in certain locations. You, as the renter are subject to a U.S. \$1,000 deductible in the event of theft.



MISCELLANEOUS INFO

Fly & Ride is available to full H.O.G.® members (aged 25 and older). Renter must be an experienced rider and have a valid motorcycle operator's license. Most vehicles are touring models. Motorcycle rider and passenger must wear a D.O.T.-approved motorcycle helmet at all times. Helmets are not provided and are the renter's responsibility. The rental vehicle will be provided with a full tank of gas and oil. Additional gas or oil required en route must be provided by the renter. The vehicle must be returned as scheduled on your contract with a full tank of gas and in a clean condition. A late fee of U.S. \$125 per day will apply if the vehicle is not returned as scheduled. Member is responsible for paying fines, traffic violations, etc. H.O.G. reserves the right to refuse any Fly & Ride rentals on an individual basis.

If any cancellations or changes occur within the final 21 days before scheduled pickup of rental vehicle, a U.S. \$25 administrative fee will be applied.



Hog Tales®

Hog Tales, the official publication of the Harley Owners Group®, is sent bimonthly to all full members. Hog Tales ® features information about H.O.G. benefits and services, events around the world, member stories, and updates on the Harley-Davidson Motor Company.





STAFF PHOTOGRAPHER

Submit a photo, and if it's printed in *Hog Tales*, you'll receive an official "*Hog Tales* Staff Photographer" pin. Simply send photos to: *Hog Tales* Editor, c/o H.O.G. Customer Services Europe. Unused photos will be retained for possible future use. Photos will not be returned unless requested with a self-addressed, stamped envelope.

Be sure to use color film and submit either prints or slides.

Send your pictures or slides to:

H.O.G. Customer Services Europe

P.O. Box 114

Twickenham, TW1 1XQ, UK



⇒ See Also

Marketing & Media (Tab H)





LADIES OF HARLEY®

Ladies of Harley offers members a special embroidered patch and pin during the first year of membership. Each renewal year, L.O.H. members receive an L.O.H. pin indicating the year of membership.

You must be an active member of H.O.G.® to be affiliated with Ladies of Harley. Although L.O.H. is free of charge to active H.O.G. members, Ladies of Harley affiliation is not automatic. If you would like to join, simply contact the H.O.G. Customer Services Europe.







LADIES OF HARLEY® MOTORCYCLING MEMORIES CONTEST

Share your fondest memories with fellow H.O.G. members and take a chance at winning great prizes. Official guidelines are as follows:

- 1. Contest is open to all current Ladies of Harley members (riders and passengers). Employees of Harley-Davidson®, its dealers, and members of their immediate families are not eligible.
- 2. There are three categories: Most Memorable, Most Adventurous, and Funniest Ride.
- 3. Submit a quality, color photo of you and your Harley® along with a story (limited to one typed page) and your membership number to: Motorcycling Memories, c/o H.O.G Customer Services Europe. **Entries must be postmarked no later than December 15.** H.O.G. reserves the right to edit entries. Entries longer than one typed page will be disqualified. All photos submitted will become the property of Harley-Davidson Motor Company.
- 4. You may enter as many times as you like, but all entries must be submitted separately. A contestant is eligible to win only one prize.
- 5. Entries will be judged solely on story content. Photos are required to enhance the story and may be used in *Hog Tales*[®].
- 6. Winners will be announced in Hog Tales.

LOH Motorcycling Memories Contest prizes will be awarded as follows:

Grand Prize: *250 Euros H.O.G. gift certificate

First Prize (each category): *100 Euros H.O.G. gift certificate

Second Prize (each category): *50 Euros H.O.G. gift certificate

Third Prize (each category): *25 Euros H.O.G. gift certificate

^{*} Equivalent in local currencies applies.



RALLIES

The Harley Owners Group sponsors an extensive calendar of receptions, rallies and social functions throughout the world! Look for H.O.G. at many major motorcycle events. (Only H.O.G. members with Harley-Davidson motorcycles are eligible to participate in activities where awards are presented.)

In every issue of *Hog Tales* and on www.members.hog.com you'll find a listing of club events. H.O.G. invites you to attend as many of these events as you can fit into your schedule. Remember to bring your valid H.O.G. membership card with you to all H.O.G. events.

Some H.O.G. events and rallies are limited exclusively to H.O.G. members (no guests). When a H.O.G. event is open to guests, there may be a guest fee.

SAFE RIDER SKILLS PROGRAM



H.O.G. members are eligible for Safe Rider Skills Recognition in the form of a H.O.G. Safe Rider Skills patch and pin upon the successful completion of an approved motorcycle safety rider training course or motorcycle & moped rider training course.

Official guidelines are as follows:

- You must be a current H.O.G. member on the date the course began.
- You must send the proper proof of the completion date of the safety course you took within three months after you have completed the safety course.
- Limited to recognition for one safety course per member annually
- Pin and patch can be obtained by submitting a completed form with a copy of the safety course certificate indicating success-full completion of the course

Additional forms may be obtained from your local dealer or contact your incountry H.O.G. representative. Send completed forms to:

H.O.G. COMMUNICATION OPTIONS

International Free/faxfone:

Tel: +800 1111 2223 | Fax: +800 7766 5566

International Tel/Fax number:

Tel: +44 208 891 9088 | **Fax:** +44 208 843 8770

Opening Times:

UK Time European Time Days 8am - 6pm 9am - 7pm Monday - Friday 9am - 3pm 10am - 4pm Saturday

Email: customerservices@hog-europe.com

Mail: H.O.G. Customer Services, PO Box 114, TWICKENHAM, TW1 1XQ, UK

After a minimum of 12 members from one chapter successfully complete an approved rider training course in the calendar year and have submitted their individual certificates to H.O.G., a laser-engraved Safe Rider Skills Chapter Plague will be sent to the sponsoring dealer. Please be sure to fill out the chapter information on this form if you are a member of a local H.O.G. Chapter.

Name Street	H.O.G. Number
Postcode State	City
Course Name Course Location Course Dates: From	
If you are a current member of a local H.O.G. Chapter, please fill in	
Chapter NameChapter Number	

MILEAGE PROGRAM / OFFICIAL GUIDELINES



MILEAGE PROGRAM (established January, 1995)

Pins, patches and motorcycle medallions are awarded to H.O.G. members for riding their Harley-Davidson motorcycles. Enrolment forms are available at your local Harley-Davidson dealer or by calling the H.O.G. office.

OFFICIAL GUIDELINES

IMPORTANT

- YOU MUST ENROL IN THE PROGRAM PRIOR TO ACCUMULATING MILES/KILOMETERS. MILEAGE ACCUMULATED PRIOR TO ENROLL-MENT IS NOT ELIGIBLE FOR CONSIDERATION.
- PARTICIPATION IS OFFERED EXCLUSIVELY TO **ACTIVE H.O.G. MEMBERS (FULL AND ASSOCIATE).**
- Members may enrol in the H.O.G. Mileage Program by completing an enrolment form. Vehicle identification number and current mileage **MUST** be indicated on the form at time of enrolment, and all enrolment forms **MUST** be endorsed by an authorised Harley-Davidson dealer.
- An additional H.O.G. Mileage Program form must be submitted when a vehicle is sold/traded indicating the ending mileage reading for the old vehicle along with the vehicle identification number and starting mileage of the new vehicle.
- For each mileage level, a separate H.O.G. Mileage Program form must be completed, endorsed by an authorised Harley-Davidson dealer and submitted to the H.O.G. office.
- Passengers are also welcome to participate in the H.O.G. Mileage Program. The passenger must also be an active H.O.G. member, and enrolment is to be documented on the SAME form with their sponsoring rider.
- Those listed as a "passenger" on a form, but who are also "riders", may submit a separate enrolment form if they would like to accumulate miles as a "rider". However, mileage accumulated on one vehicle cannot be shared with another rider. (i.e. The same mileage cannot be reported twice for two rider awards.)
- Fly & Ride miles may be credited to your file by submitting a copy of the contract, which indicates mileage accumulated.

- Each Mileage form must document odometer readings and appropriate vehicle identification numbers for all vehicles used to accumulate required mileage for that particular mileage level. (Kilometers should be indicated for those motorcycles using a kilometer odometer).
- A H.O.G. Mileage Program pin and patch will be sent to all H.O.G. members upon enrolment in the program. After enrolment, additional awards can be earned by achievement of the following mileage levels.

MILEAGE/KILOMETER LEVELS FOR H.O.G. MILEAGE AWARDS

	MILES	or	KILOMETERS
4	10,000 mi		16,100 km
	25,000 mi		40,250 km
	40,000 mi		64.400 km
	60,000 mi		96,600 km
>	80,000 mi		128,800 km
	*100,000 mi		*161,000 km
	125,000 mi		201,250 km
	150,000 mi		241,500 km
	175,000 mi		281,750 km
	*200,000 mi		*322,000 km
	250,000 mi		402,500 km
	*300,000 mi		*483,000 km

NOTE:After 300,000, the award levels will remain at 50,000 increments

 Special medallions and rockers, suitable for placement on your Harley-Davidson motorcycle, will be awarded for each 100,000 mile achievement.

NOTE:To convert kilometers to miles, divide kilometers by 1.61 For example, 40,250 kilometers \div 1.61 = 25,000 miles

MILEAGE FORM



_									
	NEW ENROLMENT PARTICIPANTS ONLY – Starting Mileage / Kilometer			Complete Sections I & IV					
Мо	del	Year	VIN / Seria	il N	umber				
I.	Rider Name		H.O.G. Nu	ımb	er				
	Street								
			C'L.						
	Postcode		City						
	State		Country						
	Passenger Name		H.O.G. Nu	ımb	er				
	Street								
	Postcode		City						
	State		Country						
			,						
II.	LEVEL APPLICATION: IMPORTANT - ENR Please check the appropriate level: (Note -	OLMENT IS REQUIRED PRIC Check only ONE LEVEL PER I	OR TO ACCU	MU	LATION OF MILES / KILC	METER	RS.		
Rid		125,000 / 201,250 km	Passenger 1		10,000 / 16,100 km		10,000 / 16,100 km		
		150,000 / 241,500 km 175,000 / 281,750 km			25,000 / 40,250 km 40,000 / 64,400 km		150,000 / 241,500 km 175,000 / 281,750 km		
		200,000 / 322,000 km			60,000 / 96,600 km		200,000 / 322,000 km		
		250,000 / 402,500 km			80,000 / 128,800 km		250,000 / 402,500 km		
	□ 100,000 / 161,000 km □	300,000 / 483,000 km			100,000 / 161,000 km		300,000 / 483,000 km		
	eage / Kilometers and Vehicle Identification icated and endorsed by an authorised Harle			late	required mileage/kilomete	ers for e	each level MUST be		
VIN	SERIAL NUMBER								
Star	ting Mileage / Kilometers		Ending	Mil	leage / Kilometers				
	SERIAL NUMBER			,					
Star	ting Mileage / Kilometers		Ending	, Mil	leage / Kilometers				
VIN	SERIAL NUMBER								
Star	ting Mileage / Kilometers		Ending	, Mil	leage / Kilometers				
	CHANGE OF VEHICLE NOTICE WE MUST HAVE A RECORD OF THE HAR					' KILON	METERS.		
	w Harley-Davidson motorcycle purchased:								
	/ Serial Number								
	ting Mileage / Kilometers								
	vious Harley-Davidson if sold / traded:								
	/ Serial Number								
End	ling Mileage / Kilometers								
IV.	DEALER ENDORSEMENT								
Dea	alership Name		De	ealei	Number				
	aler Signature		Da	ate			(DD/MM/YY)		
	reby certify that all information indicated o								

H.O.G. COMMUNICATION OPTIONS

INTERNATIONAL FREE/FAXFONE:

INTERNATIONAL TEL/FAX NUMBER:

Tel: +44 208 891 9088 | **Fax:** +44 208 843 8770

Tel: +800 1111 2223 | **Fax:** +800 7766 5566 **FMAII:** customerservices@hog-europe.com

EMAIL: customerservices@hog-europe.com MAIL: H.O.G. Customer Services, PO Box 114, TWICKENHAM, TW1 1XQ, UK



MOTORCYCLE SHIPPING

SHIPPING WITHIN THE U.S.

The Federal Companies, an agent for Allied Van Lines, one of the leading transportation companies in America, offers discounted rates to full H.O.G.® members who may need to ship their Harley-Davidson® motorcycles. The Federal Companies can ship your motorcycle (uncrated) anywhere within the continental U.S. You will not have to incur additional charges for crating because the Federal Companies, along with Allied Van Lines, have developed a safe method of shipping motorcycles uncrated.

If you find that your vacation time does not allow for riding across country – say to a H.O.G. rally – and you really want to have your Harley-Davidson available for the event, the Federal Companies can help out!

If you live outside of the U.S. and would like to ship your Harley-Davidson motorcycle to the continental U.S. for your vacation, the Federal Companies can assist you with transporting your motorcycle from the port of entry to your final destination.

For information, rates, timetables, and other services available, call the Federal Companies at 800-747-4100, ext. 217 (toll free within U.S.) or at + 1 309-694-4500, ext. 217 (outside U.S./local calls), or fax at 309-694-6233.

Be sure to mention that you're a H.O.G. member, and their friendly, helpful agents will provide you with the special discounted rates designed especially for full members of the Harley Owners Group[®].

OVERSEAS MOTORCYCLE SHIPPING

You can now ride your favorite Harley-Davidson® motorcycle in overseas rallies and distant locales by arranging the transportation of your motorcycle through the H.O.G. Overseas Motorcycle Shipping Center, operated by Claridon Shipping.

Claridon operates a range of transportation systems that have been designed exclusively for shipping Harley-Davidson motorcycles. Claridon will arrange round-trip transportation of your motorcycle, riding gear, and luggage through either its unique multi-bike or single-bike transportation systems. You may select shipping by sea or by air.

To arrange seamless transportation of your Harley-Davidson motorcycle and to inquire about the services and rates available to H.O.G. members, simply contact the H.O.G. Overseas Shipping Center at +44 (0) 208 312 1612, E-mail cusukltd@claridon.co.uk, or book online at www.claridon.co.uk/HOG.



1,000 Euros THEFT REWARD

H.O.G. will pay a 1,000 Euros reward for information leading to the arrest and criminal conviction of anyone stealing a full member's Harley-Davidson® motorcycle. The reward is not payable to the member whose vehicle was stolen, the member's immediate family, or law enforcement officers.

Information must be reported to the H.O.G.® office and to local law enforcement agencies. The H.O.G. Theft Reward Program applies only to current members. This reward does not cover damage or vandalism that may occur to a vehicle while parked, or theft of any accessory or individual parts of the vehicle.

TOURING HANDBOOK

The H.O.G. Touring Handbooks are your comprehensive directory to authorized Harley-Davidson® dealers throughout the world. All Harley-Davidson dealers are indicated on the maps, as well as listed with complete address information. You'll also find essential information about the H.O.G. Fly & Ride program and Harley-Davidson factory tours. Harley-Davidson dealers sponsoring chapters are indicated.

Remember to take your Touring Handbook with you whenever you travel!

ACTIVITIES & EVENTS



Responsibility:



Activities Officer



Road Captain



Safety Officer

This Section Reveals:

- Descriptions of events and activities
- Suggestions for setting up and conducting chapter activities and events
- Forms and tools to help you conduct chapter activities and events
- Suggestions for volunteer management

Introduction

Many chapters enjoy getting together for a little friendly competition. The events and activities described in this section are approved by the Harley Owners Group[®]. H.O.G.[®] is always looking for new ideas. If your chapter has created an event you'd like to share with the rest of us, describe it on the Event Suggestion form at the end of this section. Who knows, maybe you'll even see it on the schedule at a National or Chapter Rally!



Tips for Volunteer Management

Volunteers are the backbone of H.O.G.® chapters and rallies. 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. This list is just a start. As you read it, think of creative ways to implement these and other ideas. You might start by remembering what it felt like when you "stepped up to the plate" and took on the responsibility of leading a chapter. Chances are, the people you're asking to volunteer for chapter activities are feeling the same way and have the same questions.

Organize

- Before you ask others to help, know what help you need. Create a list of volunteer positions required to staff a certain activity. Include any special skills or talents the positions might require, and the amount of time you're asking a person to commit. Communicate this information to prospective volunteers
- Develop a volunteer questionnaire. Ask chapter members what types of activities they would like to attend and if they would consider volunteering. 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 volunteers something as simple as a phone tree can be very effective
- Put the right person in charge of volunteer recruitment a motivator, an organizer, a "people" person
- Use volunteer sign-up sheets at chapter meetings and at other chapter activities



Tips for Volunteer Management (cont'd)

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 planning process
- Make volunteers a part of the evaluation process at the completion of the activity
- Use phone calls, flyers, letters whatever works for your chapter to announce 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

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 and agrees to what's expected of them
- Once you're sure the written instructions are understandable, comprehensive and easy to follow, consider laminating instruction sheets for use at other activities, or create a booklet
- Give volunteers a specific person to whom they can go with questions
- Develop volunteer "mentors" be sure to match experienced volunteers with rookies. 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 8 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 unless, of course, they like to be badgered!
- Encourage families to volunteer and work together as a unit
- Don't take too much 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 2 to 3 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
- Find a way to include everyone who's interested in volunteering no one likes to be rejected
- Concentrate on praising those who do volunteer, not on degrading those who are unwilling or unable to help out. There will always be those who want to attend an activity, not work it. That's okay
- Recognize volunteers in a manner that fits for your chapter in newsletters or meetings, with small gifts of appreciation, certificates of accomplishment, thank you cards or a volunteer party where volunteers get to sit back and be served!
- Let volunteers accumulate points for each activity they work and at year-end, give various gifts according to points earned
- Sometimes the best reward is a well-earned rest! Don't expect one person to volunteer for every single chapter activity



Event Suggestions

Safety

- Participant and spectator safety must be top priority
- The event area should be roped 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)
- Have a fire extinguisher available at the site

General

- Participants 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





Equipment Required for Events

This is an equipment list for events discussed in this book. Depending on the events you choose to execute, you may not need all the equipment listed.

- Field lining machine or field tape
- 50-lb./25-kg. bag of lime (for line machine)
- Rope
- String
- Stopwatch
- Sign up sheets
- Pens
- Clipboards
- Volunteers
- 8 medium orange cones (as used on highway construction sites)
- 8 bicycle tires
- 8 plastic soda bottles
- 1 package of plastic straws
- Unopened jar of mustard
- Plastic sanitary gloves
- Plastic forks
- Unopened packages of hot dogs (one for each participant)
- 6 PVC pipe stands
- 6 centerless Frisbees
- Small laundry items
- Garbage can for waste
- 1 or 2 six-foot/2 meter foam spears (used as pool toys; check with a swimming pool supply store or toy store

- A supply of small stuffed pigs
- Deck(s) of card
- Cash box
- Book of Hoyle (Poker Rules)
- Signs for checkpoints
- Sturdy bags for poker run stops
- Signs for poker run stops
- Water balloons
- Hay bales
- A supply of reasonably-sized stuffed animals
- Fishing nets
- Flat paper-animal cut-outs
- Commercial water-balloon slingshot
- Plastic barrels
- Tennis balls
- Clothespins
- 2 long poles with stands (approx. 12-15 feet/4-5 meters long)
- 3 garbage cans (for games)
- Potatoes
- Wooden planks 2" x 6" x 8' / 5cm x 15cm x 2½m
- Heavy duty tube socks
- Dice
- Marbles

EQUIPMENT CHECKLIST



quipment/Supplies Needed for This Event	Ordered – Borrowed – Purchased From	Date	Will Be On-Site	Packed
iscellaneous Instructions/Co	mmonte.			



FIELD EVENT REGISTRATION

1 sheet per event MUST BE A HARLEY-DAVIDSON® MOTORCYCLE Chapter Event

H.O.G. Number	H.O.G. Number
Name	Name
Address Address	Address
Chapter	Chapter

One Registration Per Event

Field Event Game



FIELD EVENT REGISTRATION

1 sheet per event MUST BE A HARLEY-DAVIDSON® MOTORCYCLE Chapter Event

	me	dress	apter		Field Event Game
-	Name	Address	Chapter	•	Field

One Registration Per Event

STAFF VOLUNTEER SIGN-UP



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

	Volunteer	H.O.G. Number	Phone Number
1			
_		·	



Ride-In Bike Show

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

Rules and Supplies

- Secure a staging area with ample space and a good riding surface
- All entrants must be registered to participate
- Have rules available for all participants (Ride-In Show Participants Informational Sheet)
- Have the following supplies on hand:
 - Pens/pencils
 - Ballots and ballot box
 - Registration forms
 - Release forms
 - Official Ballot People's Choice Award

Judging Examples

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

- Panel of Judges: A pre-assembled group of judges that may include representatives from several participating chapters, local businessmen or city officials
- A "People's Choice" Award: Every attendee is allowed to act as a judge. Distribute ballots to each attendee at registration



RIDE-IN SHOW ENTRY SHEET

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

Event	Dates
Class Number	License Number
Year/Model	
Owner	H.O.G. Number
Address	
Chapter	
JO O	Official Use Only
Doint	
• Plating/Polishing	
Engineering	
• Street Function	
• Seat	
• Style	
	;
Total Points	Judges' Initials
Comments:	

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Dates	License Number		H.O.G. Number			Official Use Only						ts Judges' Initials			



Ride-In Show Participants Information Sheet

Description:

Participants enter their bikes in the show to be judged.

Awards:

First Place, and two Runner-Up awards for each class. And one Best Use of H-D P&A award.

Rules:

- Bike must be ridden past the registration table.
- Participants must place their bike into the class indicated by the H-D Judges (one class per bike).
- Participant's bike must stay in the show until after the awards finalist ribbons have been placed.
- Finalist must stage their motorcycles as instructed for plaque presentation.
- All decisions by the Judges are final.
- Judging will be based on points from the participants and H-D Judges.



CLASSES

- 1. Antique: Models that are 20 years or older.
- 2. **Big Twin Radical Custom:** Models that are rubber or rigid mount with structurally (geometrically) modified frames.
- 3. **Big Twin Rigid Mount:** Models with stock frames.
- 4. **Big Twin Rubber Mount:** Models with stock frames.
- 5. **Full Dresser:** Models with fairing, saddlebags, tour-pack and windshield.
- 6. **LOH Big Twin:** Models that are rubber or rigid mount with stock frames.
- 7. **LOH Sportster:** Models with stock frames.
- 8. **Shovelhead:** Models with stock frames.
- 9. Sidecar: H-D models only.
- 10. **Sportster:** Models with stock frames.
- 11. **Sport Touring:** Models with touring gear and windshield.
- 12. **Buell:** All models
- 13. **Trikes:** H-D engine
- 14. **Show Custom:** Models with rubber or rigid mount with stock frames.
- 15. **Pro Custom:** Models that are rubber or rigid mount with modified H-D engine, crankcase, structurally (geometrically) modified frames and cannot be a production motorcycle.

Classes 14 & 15 are designed for vehicles where emphasis on customization is at a higher level for wheels, sheet metal, brakes and upholstery.

Special Award: Best use of H-D P&A —-First Place Only.

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



Judges Evaluation Sheet

CLASS NUMBER

LICENSE NUMBER

TOTAL POINTS

PAINT:

Overall design and finish quality.

1 2 3 4 5 6 7 8 9 10

PLATING/POLISHING:

Finish quality, etching and balance of components.

1 2 3 4 5 6 7 8 9 10

SEAT:

Style, comfort, materials and other upholstered components.

1 2 3 4 5 6 7 8 9 10

ENGINEERING:

Innovation, safety, performance, handling and braking.

1 2 3 4 5 6 7 8 9 10

STREET FUNCTION:

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

1 2 3 5 6 7 9 10 4 8 12 20 11 13 14 15 16 17 19 18 21 22 23 24 25 26 27 28 29 30



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

STYLE:

Overall impression of vehicle, balance of components and finishes.

1 2 3 4 5 6 7 8

PRO CLASS ONLY CLASS NUMBERS 14 &15:

1 2 3 4 5 6 7 8 9 10

ANTIQUE CLASS:

Judged exclusively on their original or restored to original merit.

1 2 3 4 5 6 7 8 9 10

9

10

OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:



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

(Each rally participant is entitled to ONE vote)

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Observation Run/Self-Guided Tour

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

Supplies

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

Suggestions - Observation Run

- Start/finish should be the same
- The route should run past landmarks for easily recognizable signs that are safely and easily seen without causing a traffic hazard
- Include a list of questions about the landmarks or signs along the route. There should be a minimum of 10 and a maximum of 25 questions
- The mileage from point to point should accompany these questions
- The route should not exceed 80 miles/129 kilometers



Suggestions - Self-Guided Tour

- The start and finish line should be the same
- Tour should not exceed 100 miles/160 kilometers
- Stops should be noted by name and clearly marked as to location (i.e., side of the street, mileage from start, etc.)

OBSERVATION RUN FORM



NAME	
ADDRESS	
PHONE NUMBER This form must be returned by	H.O.G. NUMBERA.MP.M. Chapter Name(Time)
THIS IS NOT A TIMED RUN!	
QUESTIONS 5 POINTS EACH 1	MILEAGE/KILOMETERS DIRECTIONS
2.	
3	
4	
5	
6	
7	
8.	
9.	
 10	

In the event of a tie, a drawing will be held to determine winners. Decision of judges is final.



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.

Setup

- Mark off 10 lanes. Each should be 4 feet/1.2 meters wide and 50 feet/15.24 meters long
- Assign one 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



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: 2 spotters per lane, 1 starter/judge, additional volunteers to guide motorcycles into and out of the activity area.

Setup

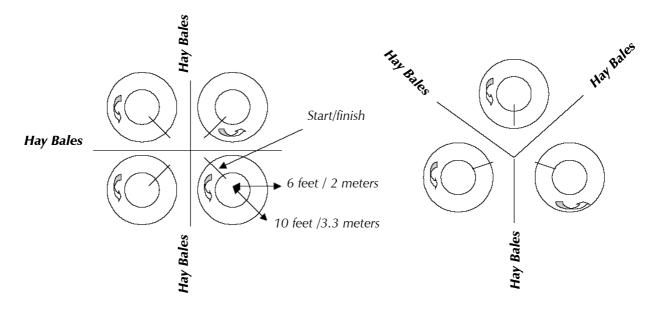
- Lay out three or four circular lanes as shown, each lane having an inside radius of 6 feet/1.8 meters and outside radius of 10 feet/3 meters. The size of the circular lanes may be varied but keep in mind the turning radius of the various Harley-Davidson® models. Riding area width of the lanes should be approximately 4 feet /1.2 meters.
- 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 areas between the participant lanes and the hay bales must remain clear.
- 1 lane spotter monitors the start finish line for the assigned lane to insure 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.
- 1 lane spotter walks behind the participants motorcycle (approximately 3 feet/1 meter) to assist in keeping the motorcycle upright should the participant loose their balance and the motorcycle began to fall over and also monitors 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.

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 the other side of the lane, participant stops where they are.
- Participant must cross the finish line to win. E.g. four participants are doing the slow ride and three are disqualified for putting their foot down. If the 4th 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.



E - 29



Road Kill Clean Up

Supplies

- Tape Measure
- Lane marking equipment (chalk, tape, etc.)
- Volunteers: 2 spotters, 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.
- 2 long handled fishing nets. Net should not be very long.

Setup

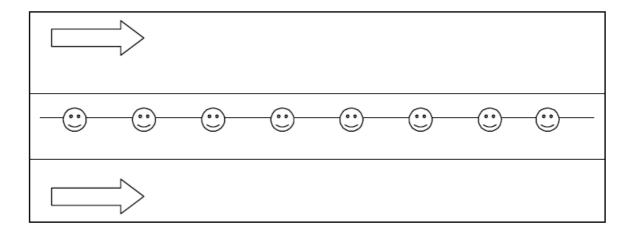
- Lay out 3 lanes, 4 feet/1.2 meters wide and 50 feet/15.2 meters long. In the middle of the center lane (2 feet /.66 meters from the edge of either side lane, mark 8 equally spaced spots. This is where the stuffed animal 'road kill' is placed.
- 1 spotter monitors whether the motorcycle crosses the lane lines on either side of the lane during the ride.
- 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.

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 their foot down, the team is disqualified and no credit given for "road kill" picked up.
- If a tire touches a lane marker on either side of the lane, the team is disqualified and no credit given for "road kill" picked up.
- To receive credit, the team must successfully complete the ride and the "road kill" must be inside the net prior to the motorcycle crossing the finish line.
- Team's motorcycle must cross the finish line to receive credit for "road kill" picked up.
- If multiple teams picked up all 8 "road kill", add more "road kill" to the side the team is picking up on and run until elimination.
- The judge resolves all disputes. The judge's decision is final.





Two-up Slow Ride

This is set-up 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

Supplies

- Same supplies used to set up the slow ride.
- Flat paper cut-outs of animals. 9 inch/23 centimeter cutouts work pretty well. Cut-outs must be such that they don't interfere with riding if run over.

Setup

- Lay out the lanes the same as for the slow ride.
- Place 2 or 3 paper animal cutouts in each lane.
- Spectators and participants are not allowed to stand, sit or park near the participant lane.

Rules

- Rules and judging are the same as for the slow ride.
- Objective is to miss the "road kill" and have the slowest time.
- If a tire hits one of the paper "road kill" animals, the rider is disqualified. A variation may be to subtract a 5 second penalty from the rider's time for each tire hit on a "road kill".



Water Balloon Catapult

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
- Cleaned garbage can (To hold the water balloons)
- Volunteers: 1 judge, 2 spotters, additional volunteers to fill water balloons and direct participants.

Setup

- This is a 3 person team event. 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/15.2 meters 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/3 meters from the target.
- A second ring is marked around the first 10 feet/3 meters 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.



Rules

- A 3 person team holds the sling-shot and launches 3 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 2 ring is worth 50 points, and a direct target hit is worth 100 points.
- Under no circumstances may a water balloon be loaded in to 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 3 balloon launches wins.
- The judge resolves all disputes. The judge's decision is final.





Barrel Roll

Supplies

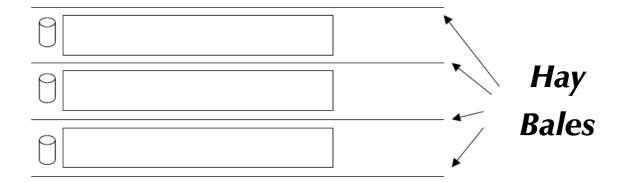
- Plastic barrels, not less than 25 inches/.6 meters in length.
- Lane marking materials (chalk, tape, etc.)
- Hay bales
- Volunteers: 1 starter/judge, 3 spotters, additional volunteers to guide participants into and out of the game area.

Setup

- Mark out of 3 lanes, each 4 feet/1.2 meters wide 50 feet/15.2 meters long. There should not be more than 6 to 8 inches/15cm to 20 cm of space between the end of the plastic barrels and the lane lines.
- Place hay bales between the lanes, starting before the starting line and continuing well past the finish line by at least 10 feet/3 meters. Hay bales must be set so as to keep the barrels from rolling into another lane or the spectators.
- IMPORTANT: The focus on the event is the precision control of the barrel, not the speed. The rider with the better control has the best chance of winning.
- The starter/judge begins each roll and records the winner.
- The 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.

- Participant must roll their barrel down the lane without the barrel touching or cross 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.







Ball Drop

Supplies

- Tape measure
- Materials to mark lanes (chalk, tape, etc.)
- 8 large traffic cones, at least 2 feet/. 6 meters in height, with open tops (the kind that would allow a ball to be balanced on them).
- 8 tennis balls or baseballs.
- Volunteers: 1 judge, 2 spotters per lane, additional volunteers to move participants in and out of the game area.

Setup

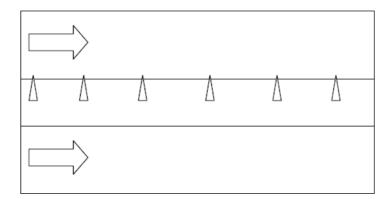
- This is a rider and passenger team activity
- Mark off 3 lanes, 4 feet/1.2 meters wide and 50 feet/15.2 meters long.
- In the middle of the center lane (2 feet/.6 from the edge of either riding lane) place 6 traffic cones, equally spaced over the length of the lane. If it becomes necessary to have a run off, the additional 2 cones can be added for a total of 8 cones.
- The judge tracks the participant totals.
- 1 spotter watches for the motorcycle touching the lane markers or feet going down.
- 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.

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 6 balls on the traffic cones, add 2 more cones to the center lane and rerun the teams.
- The judge resolves all disputes. The judge's decision is final.





Laundry Duty

Supplies

- Tape measure
- Materials to mark lanes (chalk, tape, etc.)
- 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: 1 judge, 2 spotters per lane, 2 holders, additional volunteers to move participants in and out of the game area.

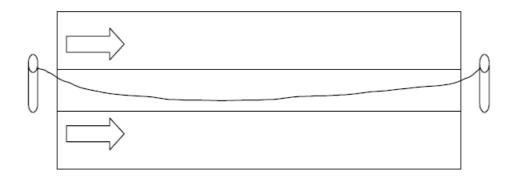
Setup

- This is a rider and passenger team activity
- Mark off 3 lanes, 4 feet/1.2 meters wide and 50 feet/15.2 meters long.
- In the middle of the center lane (2 feet/.6 meters from the edge of either riding lane) place the 2 poles with the clothesline strung between them. The clothes line should be long enough that the poles are beyond the starting line and finish line and be approximately shoulder height for a passenger.
- The judge tracks the participant totals
- 1 spotter watches for the motorcycle touching the lane markers or feet going down.
- 1 spotter counts the number of clothes remaining clipped to the clothesline at the completion of the ride.
- Each of the 2 holders holds onto one of the poles attached to the clothesline to make sure the poles and clotheslines are not inadvertently pulled over by the 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.



- 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 clothesline.
- 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 clothesline. Once a team begins the ride, they may not switch lanes.
- Rider starts when ready.
- The team who has the most cloths clipped on the clothesline and crosses the finish line without disqualifying is the winner.
- Simply draping clothes over the clothesline does not count. They must be clipped with a clothespin and remain clipped to the clothesline until the ride is completed.
- Both members of the participant team must keep their feet up. If either participant puts a foot down, the team is disqualified and no credit given for any clothes clipped to the clothesline.
- If a tire touches a lane marker on either side of the lane, the team is disqualified and no credit given for clothes clipped to the clothesline.
- To receive credit, the team must successfully complete the ride and the clothes must remain clipped to the clothesline until the motorcycle crosses the finish line.
- The team with the most clothes clipped to the clothesline at the end of the ride, without disqualifying, wins.
- The judge resolves all disputes. The judge's decision is final.







Plank Walk

Materials

- Lane marking material (chalk, tape, etc.)
- Measuring tape
- 8 2 inch/5 cm by 6 inch/15 cm by 8 foot/2.4 meter boards
- Rope or other materials to fasten the plank to participants feet.
- 16 pair of heavy duty, long (knee-high), tube socks. (Men's full calf style, heavy work socks is one possibility)
- Volunteers: 1 starter/judge, 4 lane spotters, additional volunteers to direct participants in and out of the game area.

Setup

- This is a 4 person team event.
- Lay out 7 lanes, 4 feet/1.2 meters wide and 50 feet/15.2 meters long.
- Leave one lane between participant lanes.
- The tube socks are for participants to put over their hands and lower arms to help protect them against abrasion, in case of a fall.
- Attach the ropes or other material for participants to slip their shoes into, to the boards. Material must be attached in the same positions on all boards. Material must be attached so that participants feet may slide freely in and out of them.
- The lane spotters watch to make sure each 4 person team stays within their lane.
- The judge tracks the winner.

- Each team must consist of 4 participants.
- The team members use 2 boards, slipping their feet into the material mounted on each board.



- 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.

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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
- 2 poles that can be adjusted to at least 12 feet/3.7 meters high
- 16 feet/5.3 meters of rope

Setup

- Fill at least one water balloon per contestant
- Connect poles with rope and place them 15 feet/4.6 meters apart
- Start with the rope about 7 feet/2.1 meters from the ground; you'll raise it as the event progresses

- 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



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.)

Setup

- Mark off 10 lanes, 4 feet/1.2 meters wide and 50 feet/1.2 meters long
- Assign one judge to each lane

- 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



Tire Toss

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

Supplies

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

Setup

- Mark off three lanes, 4 feet/1.2 meters apart and 50 feet/15.2 meters 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

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



Balloon Toss

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

Supplies

■ Water balloons

Setup

■ Fill water balloons

- 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



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
- About 16 feet/4.9 meters of rope
- Two cones
- Measuring tape
- Trash bucket

- String
- Plastic forks
- Cooked hot dogs
- Sanitary gloves

Setup

- Place two poles, with rope connecting them, about 15 feet/4.6 meters apart
- Mark the finish line with two cones, about 15 feet/4.6 meters apart, two feet/.6 meters 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/1.75 meters 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 people are required: one to place the hot dog on the fork, another to remove the hot dog from the fork after use

- 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



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 plastic soda bottles

Setup

- Mark off one lane, 4 feet/1.2 meters wide and 50 feet/15.2 meters long
- Position eight plastic soda bottles along a straight line, approximately 3 feet/1 meter apart

- 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





Poker Run

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

Supplies

- Sign-up sheets (if applicable)
- Copies of the route and maps each participant
- A supply of pens and pencils for volunteer workers
- Decks of cards

- Poker Hand tally sheets
- Cash box for money from for purchase of extra cards/hands
- <u>Book of Hoyle</u> (Poker Rules)

Setup

- Participants should note that they are traveling on public highways and you, as an event host, are not responsible for their design or maintenance. Remind participants that they are responsible for their own safety when using public roads and should ride accordingly
- Route should have five stops; the first and last should be at the event site
- Run should be between 30 and 70 miles/48 and 113 kilometers and take no more than three hours to complete
- Stops should be at convenient areas with plenty of parking. Traffic conditions should also be considered. If using private property as a stop, make sure you have the permission of the owners. Areas with access from the right side of the road should be a priority
- Stops should not be scheduled at a site or business where alcoholic beverages are the primary service
- Availability of non-alcoholic refreshments and rest rooms should be ensured
- Provide ample signage for sign-up and stops along the route



Rules

■ The rules should be precise and in writing on the Poker Hand tally sheet provided to each participant

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 for a set fee per card or let them pick an extra hand for another fee



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

TALLY SHEET

1. Straight Flush

2. Four of a Kind

3. Full House

4. Flush

5. Straight

6. Three of a Kind

7 Two Pairs

8. One Pair





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: H.O.G. Number _____Phone Number _____ Chapter ____ QUEEN KING TOTAL 2 3 7 10 JACK ACE 6 **HAND Possible Poker Hands**

9. No Pair, less than above

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.

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6. Three of a Kind

8. One Pair

4. Flush

2. Four of a Kind



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 large (plastic) garbage cans with covers (the pen)

Setup

- Mark off two lanes. Each lane should be 4 feet/1.2 meters wide and 35 feet/10.6 meters long (or re-use two of the 50-foot/15.2 meter Slow Ride lanes)
- Leave a space of 10 feet/3 meters between each lane as a safety precaution (if reusing Slow Ride lanes, leave at least one empty lane between riders)
- Assign one 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 passenger in order to tell the passenger 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/3 meters from the garbage can. The, further away the passengers are from the garbage can, the harder it gets
- Pile the hogs at the tossing line
- Assign one person to each garbage can to count/collect/return the hogs



- Each participant may compete only as a member of one rider/passenger team, and only as rider or passenger (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 (passenger)
- Stop tossing hogs as soon as the rider puts a foot down or the front tire touches a lane marker or touches the finish line



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 Frisbee rings
- Six PVC pipes with slot at top end to hold a Frisbee ring final height, 4 feet/1.2 meters
- Six bases for the PVC pipes
- One 6-foot/1.8-meter 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)

Setup

- Mark off a white boundary line 50 feet/15.2 meters long
- Set six PVC or plastic pipes in a standing position two 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 eight feet apart in a single row down the right-hand side of the 50-foot/15.2-meter 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



- Each participant may compete only as a member of one rider/passenger team, and only as rider or passenger (if there are separate heats)
- Start as soon as the signal is given
- Keep your feet up (rider). If you put your foot down, you're disqualified. Stop where you are. If your wheel touches or crosses the white boundary line, you're disqualified. Stop where you are. Keep your feet on the footpegs (rider/passenger) at all times
- Hold the six-foot foam tube at the indicated mark (rider/passenger. Start holding the spear two feet from the end. The farther back the foam tube is held, the more it droops and the more difficult it becomes to spear the hoops
- Only the hoops remaining on the foam tube will be counted

EVENT SUGESTION FORM



e a brief de	cription of your event, including necessary supplies, setup and rules below

Please mail this form to: **H.O.G. Customer Services Europe**

P.O. BOX 114 Twickenham TW1 1XQ, U.K.

CHAPTER BUSINESS



Responsibility:



Sponsoring Dealer



Director



Editor



Activities Officer



Treasurer



Secretary



Assistant Director

This Section Reveals:

- How to protect the Harley-Davidson® and H.O.G.® trademarks
- Logo artwork that you can use to enhance your publications
- How to order chapter merchandise through the Chapter Merchandise Brochure
- Custom T-shirt ordering guidelines
- Information and suggestions on chapter incorporation
- Guidelines and information for chapter finances, taxes and fund raising
- Information and recommendations for acquiring Chapter insurance.
- **■** Event Release Forms
- Chapter Reimbursement Program

Introduction

Paying taxes, purchasing insurance, protecting trademarks, preparing reports and planning meetings: probably not the first few things that come to mind when you think about riding your Harley. The Harley Owners Group® has provided the programs described on the coming pages in order to help you conduct safe, fun motorcycling activities and make the business of running a chapter a little easier.









Trademarks

The use of H.O.G.® logos is one of the benefits H.O.G.® provides local chapters. Harley-Davidson®, H.O.G., local chapters and Sponsoring Dealers have all worked hard to maintain a positive image for the Motor Company. The proper use of the company's trademarked logos is one means to maintain that positive image. As a chapter officer, H.O.G.® and Harley-Davidson depend on you to help protect that image.

The trademarks H.O.G.®, H.O.G.®, 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 Harley-Davidson Motor Company. Trademarks may not be altered in any way and cannot be used in combination with any other words or graphics.



Harley Owners Group





- H.O.G. trademarks may be used in conjunction with the official chapter name and only on publications relating to chapter activities. H.O.G.® may not appear in the chapter name.
- Chapters must receive approval from H.O.G.® prior to use of the trademarks for anything except publications.
- T-shirts, pins and all other items are only to be produced by authorized licensees of Harley-Davidson Motor Company and shall likewise be subject to prior approval by H.O.G.
- Use of the H.O.G.® trademarks may continue only as long as the Annual Charter for H.O.G.® Chapters is in effect between H.O.G.® and the chartered chapter and the chapter acts in accordance with the Annual Charter and H.O.G.® Operating Policies. In the future there will be a separate license agreement between H.O.G. and the chartered chapter. Use of the H.O.G. trademark may continue only as long as this license agreement is in effect.
- 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.



P.M.S. COLOURS

- GOLD #130
- BROWN #464
- · WHITE
- BLACK





















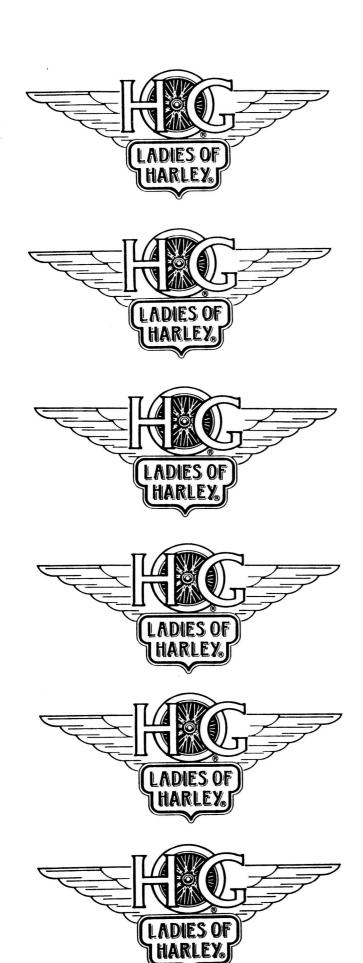


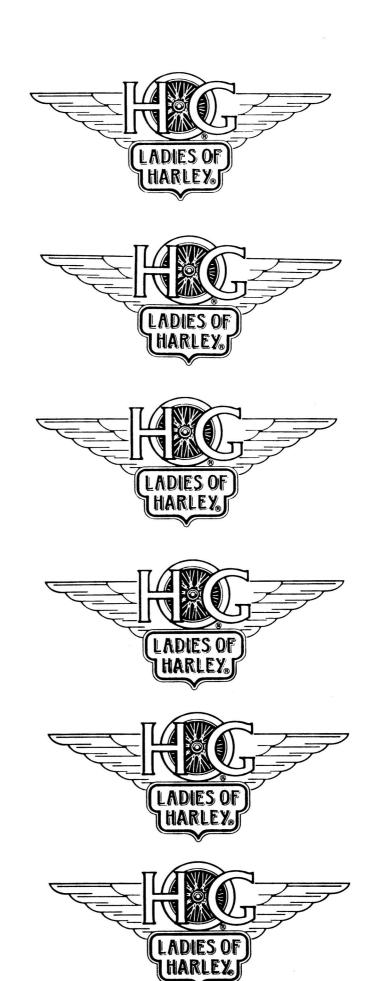












STAFF PHOTOGRAPHER











































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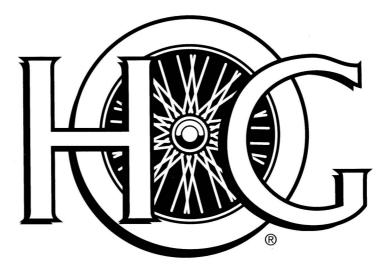
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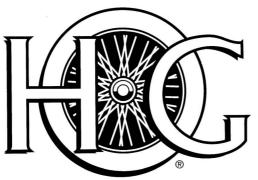
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Dealer/Chapter Merchandise Program

Thanks to all of you who have participated in the H.O.G.® chapter merchandise program. For those of you who want to show your chapter pride, outfit your chapter with chapter jackets, shirts and flags. The most recent merchandise brochure has been sent to Sponsoring Dealers. When there are product additions requiring a reprint of the brochure, H.O.G.® will send new brochures to your Sponsoring Dealer and to the chapter secondary mailing address. You may obtain additional copies by calling the number on the order form or contact MID Limited at + 44 208 758 9494 or by e-mail: hog@midlimited.com.

Tips to make the merchandise program work for you.

- Only your Sponsoring Dealer or a dealer appointed chapter officer can place chapter merchandise orders
- Carefully follow the instructions for placing orders contained in the merchandise brochure

Chapter Business Site on www.members.hog.com

You asked and we listened. The chapter business section in the members only site allows chapters to verify international H.O.G.® membership, update your chapter membership report, and download logos & forms. To access the chapter business site, visit www.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" icon will appear at the top of the screen. This icon will only appear if you are a designated officer in your chapter. Clicking on the "chapter officer" icon will take you into the chapter business site. Simply select an option on the left side of the screen and follow the directions.







Chapter Custom T-Shirt Guidelines

Chapter shirts are one means your chapter has to develop its own identity and image. While H.O.G.® encourages this, all chapter shirts must meet the minimum guidelines detailed below.

Guidelines

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

Artwork Combinations

The following combinations are allowed:

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

NOTE: All other graphics or combinations with standard Harley- Davidson® artwork will not be approved.



Ordering Procedures

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

- Custom T-shirt orders must be placed through the Sponsoring Dealer
- Custom chapter T-shirts are to be produced only by authorized licensees
- The only authorized sources for the production of H.O.G.® chapter shirts are:

MID Limited Unit 13, The Metro Centre Rennels Way Isleworth, Middlesex TW7 6NJ, UK

Phone Number: +44 (0) 208 758 9494

E-mail: hog@midlimited.com





Officer/Secondary Chapter Mailing Address Change Form

During the course of the year, your chapter may experience some officer turnover. People's lives change; they move to a different location or have some other kind of "life change" that prevents them from carrying out their duties as an officer. Whatever the cause for a change of officer and/or address, H.O.G.® needs to have current mailing information on hand. The Officer/Secondary Chapter Mailing Address Change Form was designed to help you keep H.O.G.® current.

If the Secondary Chapter Mailing Address Has Changed

Complete the form by supplying your official Chapter Name, Chapter Number and then complete the information in the Secondary Chapter Mailing Address box. Have your Sponsoring Dealer and chapter director sign the form and return it to H.O.G.

If an Officer Has Been Added or Changed

If there is a change in officers, complete the form by supplying your official Chapter Name, Chapter Number and the name, H.O.G.® number and phone number of the new officer. Have your Sponsoring Dealer and Chapter Director sign the form and return it to H.O.G.® at the address listed below:

H.O.G. Customer Services Europe P.O. BOX 114 Twickenham TW1 1XQ, UK



OFFICER/SECONDARY CHAPTER MAILING ADDRESS CHANGE FORM



	Secondary Chapter Mailing Address Complete only if address is changing
	☐ Address is Director's ☐ Address is Other
Chapter Name	Street Address: City: P.O. Box:
Chapter Number	
Complete only for the officers who are being	g added or changed
	H.O.G. NUMBER HOME PHONE
Director:	
Assistant Director:	
Treasurer:	
Secretary:	
Activities Officer:	
L.O.H. Officer:	
Road Captain:	
Editor:	
Safety Officer:	
Photographer:	
Historian:	
Membership Officer:	
Webmaster:	
If you have read the Annual Charter for H. above changes are correct, sign below	O.G.® Chapters and agree to operate in accordance with it and the
DEALER SIGNATURE:	DATE:
DIRECTOR SIGNATURE.	DATE



Chapter Name Changes

With the new year often comes the desire for change. If a new chapter name tops this season's wish list, you may want to choose whatever is second in line.

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 your H.O.G. Manager. If your chapter is incorporated, the by-laws will need to be changed to reflect the new name of the chapter.



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 organizations, in a number of European countries H.O.G.® would like to provide 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 your H.O.G.® Manager.



Chapter Incorporation or Country Equivalent

H.O.G.® recommends that you and your Sponsoring Dealer incorporate your chapter as a non-profit (Not-for-Profit) Association.

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.



How to Incorporate

Incorporation isn't hard as long as you get the right help. Besides, you only have to do it once! Here are some suggestions for incorporating your H.O.G. Chapter.

- Select an attorney or notaire. In most countries, incorporation isn't a do-it-yourself project; H.O.G. has sample by-laws and a set of guidelines on how to incorporate in your country but you still need to consider obtaining proper legal advice;
- Incorporate under the laws of your country; these may vary by location
- Send the by-laws of your incorporated chapter to the H.O.G. Manager
- Seek competent accounting advice. Tax status and reporting requirements vary by location
- Do not incorporate using a name that includes Harley-Davidson® or H.O.G.
- Use your chapter name in connection with all chapter events

By-Laws

H.O.G. has sample by-laws which will be available in Europe. Using these by-laws not only ensures that your chapter is in compliance with H.O.G. policy, it may cut down on the work for which you'll need to pay an attorney.

Call the your H.O.G. Manager to obtain the sample relevant for your country.

⇒ See Also:

Incorporation By-Laws for the UK, Ireland and Norway - Chapter J



Corporate Structure

Incorporating your H.O.G. chapter won't greatly change the way it operates on a day-today basis. For legal purposes, however, the chapter's structure will look a little different "on paper" depending on the legalities in your particular country.

Officers:

- President (Chapter Director)
- Vice-President (Chapter Assistant Director)
- Secretary
- Treasurer
- Sponsoring Director (Sponsoring Dealer)
- Volunteer Workers: Can be either elected or appointed positions (e.g., Road Captain, Editor, etc.)

⇒ See Also:

Incorporation Guidelines for the UK, Ireland and Norway - Chapter J







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 the chapter.

Books and Records

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

Why Maintain Records?

- There is an obligation to 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 federal, state and local 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 computerized

How Long Should We Keep Our Records?

- For liability purposes, financial records should be kept for a period of seven years in the U.S. This may vary for your location. Ask your chapter legal counsel.
- Chapter records should not be stored at a personal residence. Alternatives include the Sponsoring Dealer or a safe deposit box.



How Should We Get Started?

■ **Start smart.** Financial activities vary substantially from one chapter to the next. Likewise, the skill and experience of chapter treasurers is rarely the same from one chapter to the next or even from one year to another. As a result, we want an accounting system that changes very little, no matter who is charged with maintaining the records.

There are any number of generic accounting ledgers available at office-supply stores. In general, these ledgers retail for under twenty dollars and serve most chapters quite well.

Another option that is growing in popularity is to automate the process, using packaged software programs such as "QuickBooks" " from Intuit, Inc. While this approach requires the chapter have access to a computer, the benefits are many-fold...including detailed reports, permanent records of all financial transactions, and easier preparation of tax forms.

- **Start right.** The Chapter Treasurer is the person most familiar with the state of chapter financial records. They should be sharing their opinion and suggestions as to the state of those records and what changes, if any, should be made.
- **Start now.** There's no time like the present to organize the chapter finances. Don't put it off... procrastination destroys good intentions.



Financial Preventive Maintenance

Before going on a ride, we 'eyeball' our Harley-Davidson® motorcycles, checking the tires, lights, fluid levels and fittings. As responsible motorcyclists, we know that preventive maintenance helps to insure a trouble-free ride. Likewise, it's a great idea to have a financial preventive maintenance program for your chapter. To accomplish this, many chapters utilize "internal controls" to head-off problems. While you are the best judge of your chapter's needs, consider one or more of the following internal controls:

- Bond the Treasurer. This is insurance against certain financial losses. Whenever possible, bond the position rather than the person serving as the treasurer. The amount of the bond should be equal to the average annual income of the chapter.
- Require two signatures on each check written or wire transfer made from chapter funds.
- Have the bank statements mailed to someone other than the person responsible for making deposits and writing checks or making wire transfers. For example, the statements could be mailed to the director, who would review the statement and then pass it on to the treasurer for reconciling the chapter financial records to the bank statement.
- On a regular basis, review chapter finances during an officer's meeting. This keeps everyone informed as to where the money is coming from, how it's being spent and the amount on hand.
- Conduct an audit of chapter finances on a random basis, at least every two to three years. The goal of such an audit is simply to prove the accuracy of chapter financial records.

Remember, financial preventive maintenance is never a matter of trust . . . it's just good business. We want it to be effective enough to do the job, yet simple enough to not cause bottlenecks in the conduct of chapter business.



U.S. Examples

Income, Expenses and Taxes

It is beyond the scope of any single document to list all possible items of income and expense that your chapter might encounter. For proper tax guidance, H.O.G.® recommends the services of a Certified Public Accountant or a Public Accountant. Accounting laws vary from country to country. Be sure to get proper local advice.

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

U.S. tax law allows for the deduction of all "...ordinary and necessary expenses directly connected to the taxpayer's trade or business." What is a H.O.G.® chapter's "Trade or 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 "ordinary and necessary".

Our "Trade or Business" is that of a membership organization. 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 "ordinary and necessary" in delivering "Ride and Have Fun" to our chapter members? Some examples are:

- Publishing and delivering the chapter newsletter
- The cost of a chapter holiday picnic or party (no alcohol furnished)
- Paying an accountant to prepare chapter tax returns
- Renting a facility for chapter meetings



- Reimbursements to chapter officers for valid chapter expenses
- Paying the expense of chapter officers to attend Primary 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 "ordinary and necessary"? 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 'ordinary', but is holding that meeting in Hawaii really 'necessary'?)



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 minimizing financial risk and record keeping.

The organization you support should be a recognized charity. Being "recognized" means that special tax and regulatory status has been granted by your particular tax agency. Examples of organizations in the U.S. are the MDA, the Salvation Army, Red Cross, 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 recognized charities, you are assured that your efforts are helping a worthy cause.

- Don't mix chapter funds with money raised for charity. Have all checks made payable to the charity and deliver the funds to the charity for deposit. Likewise have all donations wired directly into the bank account of the charity. 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 organization 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 organization which you have verified as having "recognized" 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 check 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 on 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 your Sponsoring Dealer and H.O. G. Manager before you commit the chapter to something that might have unforeseen effect down the line.

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. Recognize that the charity has a responsibility beyond that of simply "accepting the check". Define and explain what the chapter expects from the charity. Utilize 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 make 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.



Frequently Asked Questions:

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

Answer: No. The problem is that in the eyes of 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 with the charity and let them know what your potential issues are. In many instances, the charity will open a bank account in their name and appoint a member of the chapter as their "representative" on that account. The monies generated from fundraisers are simply deposited to that account, appropriate expenses are paid from the account and the remaining balance reverts to the charity at the end of the year.

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



Answer: Great question. Here is how the tax authorities may look at the whole situation, depending on local markets

Chapter Income from Operations 1,000 Euros

Add: Charitable Funds Deposited: 1,500 Euros

Equals - Gross Income: 2,500 Euros

Less - chapter Expenses: 1,000 Euros

Equals - Taxable Income 1,500 Euros

Deduction for Charity^A 150 Euros

Equals - Final Taxable Income 1,350 Euros

Federal income tax - 15% 202.50 Euros

[^] = Deduction for charitable donations limited to 10% of taxable income as computed before any deductions for charitable contributions.

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

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

Answer: Do the old "pass the hat" number and simply give the cash to the intended recipient; there may be no tax issues involved.

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



Suggested 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.

U.S. Examples

Letter of Agreement

(Charitable Endeavors ONLY)

THIS AGREEMENT	MADE A	ND ENTERED	BETWEEN
----------------	--------	------------	---------

(Signature and Title)

THIS AGREEMENT MADE AND ENTERED BETWEEN.		
(H.O.G.® Chapter Name, Number and Address) hereinafter, the "Chapter," and		
(Name of Ch hereinafter, the "Charity."	arity and Address)	
necessarily, the charty.		
WHEREAS:		
Chapter wishes to engage in fond raising activity (the that Chapter undertake the Event for and on behalf	e "Event") for and on behalf of Charity, and Charity desires of Charily,	
IT IS AGREED THAT:		
Chapter will undertake the following described Even	t:	
The Event will occur on the following dates:		
connection with the Event are subject to the prior ap	Marks") of Harley-Davidson Motor Company and H.O.G.® ir oproval of H.O.G., which approval, if granted at the sole use the Marks solely in connection with the promotion	
The receipts generated by the Event shall be the sole	e property of the Charily.	
The duties and responsibilities of the Chapter in con	nection with the conduct of the Event shall be:	
The duties and responsibilities of the Charity in conr	nection with the Event shall include:	
1. All accounting, banking and related financial resp	onsibilities relating to the Event.	
Compliance with any and all revenue reporting reuse and income tax returns.	equirements, to include timely preparation and filing of sales,	
3. Timely payment of any and all sales, use and inco	ome taxes.	
4. Procuring all licenses and permits required to law	•	
Payment of all reasonable and necessary expense Event,	s incurred in connection with promoting and conducting the	
	mum aggregate limits of One Million (\$ 1,000,000) Dollars, er as an Additional Insured. Charity shall provide Chapter with us prior to the Event.	
FOR THE CHAPTER:		
(Signature and Title)	(Date)	
FOR THE CHARITY:		

(Date)



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

Information Return Procedures

Under certain circumstances, Information Returns are required by your specific tax agency to report non-wage payments made by a business.

Payments made to a local band and prizes and are a few of the nonwage payments a chapter may need to report.







Chapter Insurance Recommendations

The Harley Owners Group recommends chapters procure comprehensive general liability, event and activity coverage (where applicable or necessary). Seek local brokers to find suitable insurance to fit the needs of your activities, and assure that you get pre-approval of all your activities with the insurance carrier.



According to the experience in the U.S., the list below shows activities for which you can easily get hability insurance coverage



U.S. EXAMPLES

"Schedule of Pre-Approved Chapter Activities"

NOTE: In the U.S., Insurance coverage is limited to CLOSED EVENTS and H.O.G.® MEMBER EVENTS only. OPEN EVENTS ARE NOT AUTOMATICALLY COVERED.

Auctions Auction activity is covered. Items auctioned are not covered.

Bike Blessings

Bike Shows displays, ride in shows

Bike Wash

Bingo traditional

Carnival Games See "Exclusions", "Chapter General Liability Insurance Program"

Chapter Meetings officer meetings, general membership meetings, business meetings

Chapter Rides rides which are determined in advance by the Chapter to be a Chapter ride with a defined

beginning and ending point, including dinner rides, scheduled meeting rides, organized rides before and after meetings which are generally available to all chapter members

Charity Rides chapter organized rides which are NOT open to the general public, such as a pledge ride,

expressly for the purpose of raising charitable funds

Children's Activities non-motorized children's activities such as arts and crafts, bicycle demos, children's games

Craft Shows finished products

Drill Teams organized slow-speed precision group riding with regular practice sessions and

demonstrations

Field Events as defined in current H.O.G.® Chapter Handbook

Flea Markets

Food Fund Raisers chilli cook-off, bake sales, pot luck dinners, pancake breakfasts) Observation & Scavenger

Rides (chapter organized rides with a specified beginning and ending time

Parades

Picnics

Poker/Dice Runs chapter organized rides with a specified beginning and ending time

Rider Safety Courses only MSF - Motorcycle Safety Foundation approved riding courses/seminars scheduled by

the chapter and taught by an MSF certified instructor, such as the experienced rider course

Seminars

Social Gatherings such as dances, holiday parties, receptions

Sports non-motorized, non-contact sports in conjunction with chapter events



H.O.G. Insurance Program Checklist



Ensure Your Event is Insured

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

If a chapter event or activity falls within the insurance guidelines, the General Liability Insurance coverage provides legal defense costs and damage payment coverage for chapter officers, volunteers and Sponsoring Dealers should a lawsuit be brought against them. This coverage is afforded for claims based on someone getting hurt or having their property damaged during a chapter activity. It's not medical insurance. It's not motorcycle insurance. It's "responsibility" insurance for claims asserting that chapter officers and volunteer workers failed to properly perform their official duties.

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

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

Ask yourself the following questions and check the appropriate box...

		Yes	No
1.	Is the chapter activity/event you're planning advertised as "open to the public" or "all bikes welcome"?		
2.	Are you expecting more guests than local chapter members at your chapter activity/event?		
3.	Are you expecting local chapter members, guests, and other National H.O.G.® members at your activity/ event?		
4.	Are any games you're doing NOT in Section E (Activities & Events) of the current H.O.G.® Guidelines? (For example, a tug-of-war game is not listed, nor is a plank ride.)		
5.	Is your activity/event NOT on the "Schedule of Pre-Approved Chapter Activities" (Section F, Chapter Business) in the most current chapter handbook		
6.	Is another organization planning and conducting part or all of the activity/event?		

Step 2: Determine Insurance Required

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

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

Event Type	Activity	Insurance Coverage	Take Releases From
A. National H.O.G.® Members Only – no guests	Pre-approved	Automatic	Everyone
B. Closed - local chapter members or current HOG members and one guest per chapter member (guests do not outnumber local chapter members)	Pre-approved	Automatic	Guests, Minor's Guardian (Minor signs Assumption of Risk if 12 or older)
C. National H.O.G.® Members Only – no guests	Not Pre-approved	Send in Application for Non- Approved or Open Activities	Everyone
D. Closed - local chapter members and current HOG members and one guest per local chapter member (guests do not outnumber local chapter members)	Not Pre-approved	Send in Application for Non- Approved or Open Activities	Guests, Minor's Guardian (Minor signs Assumption of Risk if 12 or older)
E. Open - advertised as open to the public, any biker	Pre-approved	Send in Application for Non- Approved or Open Activities	Everyone
F. Open - advertised as open to the public, any biker	Not Pre-approved	None Available through Harley- Davidson Insurance	Send in Application for Non- Approved or Open Activities Everyone
G. Any Event	Listed as Exclusion (such as furnishing alcohol)		

Step 3: Apply for Insurance Coverage: check with your local broker

Step 4: Determine Who Must Sign a Release: contact your local insurance

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

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

U.K. Example





EVENT RELEASE FORM AND AUTHORIZATION TO TAKE PHOTOGRAPHS FOR ADULTS

lame of EVENT(S):Date:	
Location:	,United Kingdom
Run," "Rally," "Field Meet" or other activity (hereinafter "Inc., Harley-Davidson Motor Company, Harley-Davidson Owners Group (H.O.G.), authorized Harley-Davidson or respective offices, directors, employees and agents (here the RELEASED PARTIES from claims and demands, right	eration of the opportunity to participate in a "Ride," "Poker EVENT(S)") sponsored and/or conducted by Harley-Davidson, on Europe, Ltd or any of its corporate affiliates, the Harley lealer(s) and/or local H.O.G.® chartered chapter(s) and their einafter the " RELEASED PARTIES ") releases and holds harmless ts and causes of action which I now have or later may have m, arising out of, or in connection with the EVENT(S) , and my
the opportunity to participate in one or more EVENT(S) releases and holds harmless the RELEASED PARTIES fro	sentatives, successors and assigns), for and in consideration of sponsored and/or conducted by the RELEASED PARTIES , and claims and demands, rights and causes of action which I TIES in any way resulting from, arising out of, or in connection ENT(S) .
whether or not such claims result from negligence (exce	against the RELEASED PARTIES relating to my property, ept gross negligence and willful intent) on the part of any or all or with respect to the conditions, qualifications, instructions, ducted or from any other cause.
	NOT TO SUE ANY OR ALL OF THE RELEASED PARTIES FOR OR IN CONNECTION WITH THE EVENT(S), EXCEPT IN THE BY THE RELEASED PARTIES.
I am experienced in and familiar with the operation of inherent in motorcycling. I am voluntarily participating of my participation.	motorcycles and fully understand the risks and dangers in the EVENT(S) and I expressly agree to assume the entire risk
	otographs of participants at the EVENT(S) for use in H.O.G.® tion that my photograph is taken and used in this context and
By signing this Release and Authorization to Photograph and that I am not relying on any statements or represen	n , I certify that I have read this Release and fully understand it stations made by the RELEASED PARTIES.
THIS IS A RELEASE	- READ BEFORE SIGNING
- Rider -	- Passenger -
Signature	Signature
Print Name	Print Name
ddress Address	

Country _____

Country _____



Event Release Form and authorization to take photographs for Adults

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

ONLY RELEASE FORMS OUT OF THE MOST RECENT
CHAPTER HANDBOOK SHOULD BE USED

U.K. Example





EVENT RELEASE FORM AND AUTHORIZATION TO TAKE PHOTOGRAPHS FOR MINORS

٧ã	ame of EVENT(S):	Date:
_0	cation:	,United Kingdom
M Dá au	eet" or other activity" (hereinafter, EVENT(S)) sponsor avidson Motor Company, Harley-Davidson Europe, Lt	permitted to participate in a "Ride," "Poker Run," "Rally," "Field ed and/or conducted by Harley-Davidson. Inc., Harley- ed and their corporate affiliates, the Harley Owners Group, G.® chartered chapter(s) and their respective officers, directors (TIES") I agree as follows:
1.	participate, in the EVENT(S) or enter into restricted areas	ience and capabilities, and believe the Minor to be qualified to where the EVENT(S) are conducted. IF I OR THE MINOR BELIEVE TO IMMEDIATELY CEASE OR REFUSE TO PARTICIPATE FURTHER IN
2.	participation in the EVENT(S) and/or entry into Restricted INJURY, INCLUDING PERMANENT DISABILITY, PARALYS by the Minor's own actions or inactions, the actions or ina EVENT(S) , the condition and layout of the premises and e performing their chapter duties: (c) there may be OTHER	a) THE ACTIVITIES OF THE EVENT(S) MAY BE DANGEROUS and Areas may involve RISKS AND DANGERS OF SERIOUS BODILY IS AND DEATH ("RISKS"); (b) these risks and dangers may be caused actions of others participating in the EVENT(S) , the rules of the quipment, or THE NEGLIGENCE OF THE RELEASED PARTIES in RISKS NOT KNOWN TO ME or that are not readily foreseeable at this damages that could result from those risks COULD BE SEVERE AND EE.
3.	ALL SUCH RISKS AND ASSUME ALL RESPONSIBILITY FO	d/or entry into restricted areas and HEREBY ACCEPT AND ASSUME OR LOSSES, COSTS AND OR DAMAGES EXCEPT WHEN CAUSED BY RT OF THE RELEASED PARTIES IN PERFORMING THEIR CHAPTER
1.	lessors of the premises used to conduct the EVENT(S) , FRO representatives, assigns, heirs, and next of kin FOR ANY A	TO SUE the RELEASED PARTIES , sponsors, advertisers, owners and OM ALL LIABILITY TO ME, THE MINOR , my and the minor's persona ND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES TO PROPERT N PART BY THE NEGLIGENCE (EXCEPT GROSS NEGLIGENCE OR ming their chapter duties.
5.	AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLE LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILIT	or's behalf makes a claim against any of the RELEASED PARTIES. I ESS THE RELEASED PARTIES and each of them from ANT Y, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM ED ABOVE, ASSERTING NEGLIGENCE ON THE PART OF THE
õ.		graphs of participants at the EVENT(S) for use in H.O.G.® related ne Minor's photograph is taken and used in this context and for this
7.	WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INE UP SUBSTANTIAL RIGHTS I AND/OR THE MINOR WOL	the Minor . I have read this parental consent, release and Demnity agreement, understand that by signing it I give Jld otherwise have to recover damages for losses O sign it voluntarily and without inducement.
	Signature of Parent or Guardian	Printed Name of Parent or Guardian

Signature of witness

Printed name of witness



Event Release Form and Authorization to Take Photographs for Minors

This release form must be signed by a minor's parent or guardian whenever a minor participates in any chapter event other than a chapter meeting. If the minor is aged 12 or above, the minor must also sign the "Minor's Assumption of Risk Acknowledgment." Both forms are to be signed at the same time and kept together as separate pages of one document. Or, you may copy the Release Form on one side of the paper and the Assumption of Risk Acknowledgment on the other.

Minor's Assumption of Risk Acknowledgment

A minor, aged 12 or above, must sign this form when participating in any chapter event other than a chapter meeting. The parent or guardian must also sign the "Chapter Event Release Form for Minors." Keep both forms together as separate pages of one document. Or, you may copy the Release Form on one side of the paper and the Assumption of Risk Acknowledgment on the other.

FAILURE TO PROVIDE A RELEASE SIGNED BY THE INJURED PARTY MAY VOID COVERAGE. USE OF RELEASE FORMS IS A PRUDENT MEASURE IN MANAGING YOUR RISK. ALL RELEASE FORMS MUST BE KEPT ON FILE FOR SEVEN YEARS FROM DATE OF SIGNATURE

U.K. EXAMPLE





MINOR'S ASSUMPTION OF RISK ACKNOWLEDGMENT

Name of EVENT(S):		Date:			
Loca	tion:				
		ACTIVITIES conducted over the course of the above EVENT(S) I am assuming all of the risks of personal injury which might occuving:			
a ti	 Both my parents and I believe I am qualified to participate in the EVENT ACTIVITIES and/or enter into restriareas established in connection with the EVENT ACTIVITIES. I will inspect the area and equipment and if, at time, I feel anything to be unsafe, I will immediately leave and refuse to participate further in the EVENT ACTIVITIES. 				
	understand that the EVENT ACTIVITIES MAY E 1Y BEING SERIOUSLY INJURED OR HURT, MY	E VERY DANGEROUS AND INVOLVE RISKS AND DANGERS OF BEING PARALYZED OR KILLED.			
р р	. I know that these risks and dangers may be caused by my own actions or inaction, the action or inaction of othe participating in the EVENT ACTIVITIES , the rules of the EVENT ACTIVITIES , the condition and layout of the premises and equipment, or the negligence of others, including those persons responsible for conducting the EVENT ACTIVITIES .				
	ve read the above assumption of risk) sign it voluntarily.	ACKNOWLEDGMENT, UNDERSTAND WHAT I HAVE READ,			
	SIGNATURE OF MINOR PARTICIPANT	DATE			
	PRINTED NAME OF MINOR PARTICIPANT	AGE			
	WITNESS	PRINTED NAME OF WITNESS			



Injury Report Form

Take the following steps if an injury or accident occurs at a chapter event, especially injuries occurring as a result of motorcycling:

- Call the police and emergency services
- Report only the facts and make no judgments as to fault
- Take pictures, if possible
- Call your insurance carrier
- Get a copy of the Accident/Incident Report (see your local insurance)
- Use the Injury Report Form in the Chapter Handbook
- Submit the Injury Report Form and any other forms and information to your insurance carrier



Injury Report Form



MAIL OR FAX COMPLETED FORM To

H.O.G. Customer Services Europe P.O. Box 114, Twickenham, TW1 1XQ,UK Fax: + 44 1865 398747

Chapter Name:Reporting Chapter Officer Name:						Chapter Number:		
						Home Ph:		
Mailing Add	dress:					Work Ph:		
							call:	
Chapter Insi	urance Certific	cate Number	·:			Date of Inju	ury:	
Place of Inju	ury:							
Name, addr	resses, ages of	person(s) Inj	ured:					
Names, add	lresses, telepho	one number	s of persons wh	o saw incide	ent. Attach ex	ktra sheets if n	ecessary.	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							,	
-								
When, whe	re, how injury	occurred. A	attach a separate	e sheet if ne	cessary			
T 6 l	Charles							
Fatal	ry. Check app Head	Neck	Back/Spine	Arms	Legs	Internal	Amputation	Other
ratai	ricad	Neck	Васкузрите	7 (1113	Legs	Injuries	/ impatation	Other
						,		
Namo addr	ross inhono nu	umbor of por	son(s) having pi	ctures of acc	ridant scana:			
iname, addi	less, priorie na	imber of per	son(s) naving pi	ctures or acc	lident scene.			
-								
Name, addr	ress, phone nu	ımber of resp	oonding police (department	and complai	nt Number:		

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



Chapter Reimbursement Program

The Harley Owners Group will subsidize a chapter up to 50% of expenses (maximum 500 Euros) per calendar year. Reimbursement will apply to:

- Newsletters
- Postage
- Official chapter event pins
- Official chapter name pins
- Official chapter patches
- Door Prizes H.O.G.® or Harley-Davidson articles with part numbers
- H.O.G. promotional products
- Administrative expenses: i.e., file cabinet, meeting room, etc.
- Closed chapter activities only (as stated in Article XVI in the chapter charter)

Events:

- "For local chapter members only" must be indicated on promotional material. One guest accompanied by a chapter member is permitted
- If alcohol is provided, the event is not reimbursable



Request for reimbursement must be submitted in the following manner:

- All reimbursement requests must be postmarked no later than January 31st for the prior year
- There is no carry-over. Reimbursement requests postmarked after January 31st will be applied to the new year
- Both chapter reimbursement forms (A&B) must be filled out completely and sent to your H.O.G.® Manager (see Telephone Directory)
- A minimum of 250 Euros of expenses must be submitted. This minimum can be for multiple events B)
- Copies of original receipts will be accepted
- All promotional materials for the event must be attached to the reimbursement form
- If you do not receive your reimbursement within 90 days, contact your H.O.G.® Manager (see Telephone Directory)



Chapter Reimbursement Form A



Dealership Name:	
Dealership Number:	
Chapter Number:	
Number of Members Attended:	Guest(s):
The following must be provided:	
■ Copies or Original Receipts	
 All expenses must be listed separately on Chapte 	er Reimbursement Form B
All appropriate signatures	
■ Flyer must be attached and state "for local chapte	er members only"
(Reimbursement will be in accordance with the Harle	ey Owners Group Reimbursement program)
Dealer Signature: Date:	
Chapter Director	
Or Treasurer Signature:	Date:
Name of Bank account holder:	
IBAN:	
SWIFT:	
Account number:	

Send to your H.O.G. Manager



Chapter Reimbursement Form B



Chapter Name:	Dealer Name:
Event (if applicable):	
Location (if applicable):	
Expense Item	Amount
Attach All receipts - Total	Expenses:
	•

ANNUAL MEETING KIT



Responsibility:



Director



Secretary



Treasurer



Sponsoring Dealer



Assistant Director

This Section Reveals:

- All the forms necessary to fulfill H.O.G.'s® annual chartering requirements
- Tools to help you generate and track the information that your chapter must report to H.O.G.® at year-end
- The idea behind the annual business meeting
- Suggested topics for the annual business meeting
- Annual Meeting Checklist
- Meeting Tips and Suggestions for note-taking

Introduction

Some of the best things about H.O.G.® are meeting new people, participating in exciting activities and, of course, riding your Harley-Davidson.® 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. 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. Here at H.O.G.®, we call it the Annual Business Meeting. Whatever the title, the purpose is the same: to look critically at the organization, see where it is today and determine where we want it to go in the future. The annual business meeting is also a great place to fill out the annual forms that H.O.G.® requires.

The meeting should be a closed event, 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.® Chapter is to maximize the enjoyment of riding Harley-Davidson® motorcycles, not to maximize the size of the chapter bank account. Keep that fact in mind when reviewing chapter finances)
- Establish a realistic emergency cash reserve. Your chapter should keep the equivalent of about two months of expenses on hand in case of financial emergencies
- The completion of all annual forms (see next page)
- Review the chapter's payment history. Late payments due to insufficient cash are a cause for concern



⇒ See Also

Chapter Business (Tab F)

Annual Meeting Forms and Applications

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

- Chapter Annual Financial Statement (due January 31)
- H.O.G. Chapter Charter Application (due January 31)

The purpose of these forms and instructions for filling them out are included in this section.



Annual Meeting Checklist

■ Persons in attendance

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

■ Clarify and reaffirm chapter goals and expectations

- Obtain consensus regarding the Sponsoring Dealer's goal, expectations and requirements
- Reaffirm the Ride and Have Fun (R & F) factor
- Complete the H.O.G. Chapter Charter Application

■ Financial review

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



- Complete and approve the Chapter Annual Financial Statement
- Adopt or affirm a membership retention/development plan
- Establish and/or adopt an activity schedule (or adopt guidelines regarding activities) for the coming year
- Establish and/or adopt a budget and budget guidelines for the coming year
- Review insurance, release and reporting requirements
- Arrange for circulation and review of the chapter handbook and training videos by primary officers and discretionary chapter officers
- Complete and adopt required legal documents (annual corporate reports, etc.)
- Complete and adopt minutes of the meeting and file in the minute book





Chapter Annual Financial Statement

The Chapter Annual Financial Statement gives H.O.G.® a general idea of your chapter's financial position. It's also a handy model to verify record-keeping; the information required is the bare minimum you should be tracking. It's up to your chapter and the Sponsoring Dealer to decide how to keep the chapter's records.

Instructions

H.O.G. must receive the Chapter Annual Financial Statement by January 31.

Information required

- Official Chapter Name
- Chapter number
- Annual dues a member pays to belong to the chapter (if applicable)
- **■** Income
 - Dues
 - **■** Fund-raisers
 - Event fees
 - Merchandise Sales
 - All Other

■ Expenses

- Postage
- Printing (newsletters, flyers, etc.)
- Door prizes
- Professional fees
- Supplies & Misc.
- All Other
- 1. Total both columns
- 2. Enter results on appropriate line in "Net Worth" column
- 3. Add Cash on Hand to Total Income
- 4. Subtract total expenses from Subtotal
- 5. Show difference in cash on hand
- 6. Submit form, with required signatures, to the H.O.G. Office

CHAPTER ANNUAL FINANCIAL STATEMENT



Chapter Name						
Chapter Number						
Year Ending: December 31,	Annual Dues (if applicable)					
Profit & Loss	Net Worth					
Income						
Dues Fund-raisers	Cash on Hand, Beginning of Year Add:					
Event Fees Merchandise Sales All Other TOTAL	Total Income:Sub-Total					
Expense Postage Printing Door Prizes Professional Fees Supplies & Misc. All Other TOTAL	End of Year					
Treasurer Dealer	Date					
Note: Please indicate type of currency						





H.O.G.® Chapter Charter Application

The H.O.G. Chapter Charter Application was designed to reduce the number of forms you must file each year. It also helps H.O.G. keep information current, so we're sure to mail information to the right address. The form included in this book is only a sample. Your chapter will receive a personalized H.O.G. Chapter Charter Application by mail each year in December. **The completed form must be submitted to H.O.G. by January 31, each year.** Below, you'll find some hints on completing the form.

Official Chapter Information

This section indicates the information that H.O.G. has on file for your chapter. Carefully review these items and change anything that is wrong or out of date. Then indicate if your chapter has bylaws in addition to the Annual Charter for H.O.G. Chapters, and whether or not the chapter is incorporated.

Attach a copy of your chapter bylaws if they were changed anytime during the past year. Attach a copy of the Chapter's Articles of Incorporation if your chapter was incorporated anytime during the past year.

Secondary Chapter Mailing Address

Indicate the secondary address you'd like H.O.G. correspondence delivered to by marking the appropriate box. If you have a Chapter Website address, include it here. As you know, all correspondence is sent directly to the sponsoring dealership, but to ensure receipt, H.O.G. also sends out additional copies to the secondary address specified on this form.



Chapter Meeting Information

So your H.O.G. Manager knows when you hold your chapter meetings, circle the week (first, second, third or fourth of the month) and the day on which you generally hold your chapter meetings.

Officer Listing

Include the name, H.O.G. number (a must!) and phone number of all current chapter officers under the Officer Listing section of this form.



By signing and dating the Charter Application form, the Sponsoring Dealer and Chapter Director indicate that they have read and accepted the Annual Charter for H.O.G. Chapters and agree to run the chapter in compliance with its articles. Send the signed form to H.O.G.; this grants your chapter's affiliation with the Harley Owners Group® 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

⇒ See Also

Annual Charter for H.O.G. Chapters (Tab B)

H.O.G. CHAPTER CHARTER APPLICATION



Official Chapter Information	Secondary Chapter Maili	ng Address Address is Other
DEALER NAME	(CHECK ONE)	
DEALER ADDRESS		
DEALER CITY		
CHAPTER NAME	Internat Address (Ontions	<u></u>
CHAPTER NAMECHAPTER NUMBER:	Internet Address (Optiona	l):
CHAPTER NAME (LINE 2)		
Number of Chapter Members:		
Chapter Bylaws: ☐ Yes ☐ No (CIRCLE ONE) (Attach copy of current Bylaws.)	CHAPTER MEETING INFO WEEK: 1st 2nd 3rd 4th DAY: Sun. Mon. Tues. We	
Incorporated: ☐ Yes ☐ No (CIRCLE ONE) (Attach copy of Articles of Incorporation.)		
OFFICER LISTING - please PRINT CLEARLY, National H.O.G.	•	•
	H.O.G. NUMBER	HOME PHONE
* Sponsoring Dealer:		
* Director:		
* Assistant Director:		
* Treasurer:		
* Secretary:		
Activities Officer:		
L.O.H. Officer:		
Road Captain:		
Editor:		
Safety Officer:		
Photographer:		
Historian:		
Membership Officer:		
Webmaster:		
The term of the Chapter's Charter affiliation shall be one of an authorized representative of Harley Owners Group. Hat the charter affiliation at any time during its term upon thir required.	arley Owners Group or the Spo	nsoring Dealer may terminate
I have read the Charter for Local Chapters and agree	to operate in accordance wit	h it and the above
information is correct. DEALER SIGNATURE:	n	ATE:
DIRECTOR SIGNATURE:	D	ATE:
		·



Chapter Officers

Listed below are the Chapter Officer positions H.O.G.® recognizes. Each of these positions will receive one officer patch after the H.O.G. Chapter Charter Application is processed by H.O.G.

Director Editor

Assistant Director Ladies of Harley® Officer

Secretary Safety Officer

Treasurer Photographer

Activities Officer Webmaster

Historian Membership Officer

Road Captain

Patches

One complete set of officer patches will be sent to the chapter, at no charge, as soon as your H.O.G. Chapter Charter Application is approved and processed by H.O.G. You can purchase additional officer patches through the H.O.G. merchandise program.



What's Wrong with Meetings?

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

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

Being Productive



At one time or another, we've all participated in a meeting. An effective meeting depends

Top 10 Meeting Problems

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

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.



A Productive Participant:

1. 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

2. Contributes Ideas to the Discussion

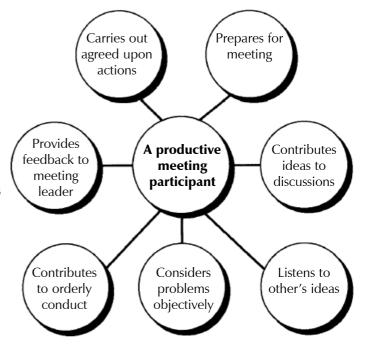
- Offers facts and ideas
- Doesn't quickly discard his/her own views in the face of opposition
- Understands the facts
- Understands the subject matter

3. 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

4. Considers Any Subject Objectively

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





5. 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

6. Provides Feedback to the Meeting Leader

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

7. 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

By remembering or referencing those seven points 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.

Let's look at the process to plan and conduct an effective meeting.



Planning the Meeting







Setting an Agenda

An agenda is a prerequisite to any effective meeting. It should be distributed before the meeting, and can be revised as needed at the meeting.

To prepare an agenda, consider a number of elements, specifically:

- Meeting title
- Date
- Starting time
- Ending time
- Location
- Prework

- Materials required
- Topics in priority order
- People responsible for topics
- Method of discussion
- Meeting purpose
- Anticipated outcome (agreement, approval, general knowledge, decision, action plan)

When ordering agenda topics, keep the following in mind:

- Logical sequence (e.g., do not discuss volunteer requirements before discussing what activities will be held)
- If an item needs a lot of mental energy, bright ideas and clear heads, put it high on the list
- A common fault is to dwell on trivial but urgent items, excluding subjects of fundamental importance
- "Any other business" listed on an agenda is an invitation to waste time. If an urgent item needs to be included, make time to discuss it, provided it's fairly simple and straightforward





Agenda Examples

Meeting Name:

Date:

Time: Start and finish.

Location: If on-site, name the room/floor. If off-site, name location, give address

and directions, if necessary.

Purpose: Why this meeting was called. Simply, the outcome of the meeting. Make

this a to-the-point statement that will indicate to participants the

reason(s) they're involved.

Pre-work: What you want your group to do before the meeting - how you want

them to be prepared, e.g., special readings, data collection, etc. You

can list group or individual assignments here.

Materials: If special materials are required of meeting participants, list those here.

These might include "bring handbooks," "bring Chapter Officer News®"

or "bring overheads of reports," etc.

TIME	TOPICS	PERSON RESPONSIBLE	ACTIVITY	RESULT
◆ Estimate length of agenda	 List urgent items or high-energy items first List items in logical sequence Be aware of divisive subjects 	◆ This is the leader of each subject	Discuss, report, brainstorm, instruct, etc.	 ◆ General knowledge, action plan, agreement, approval, decision, etc.



Agenda Planning Sheet

Meeting Name:	
Date:	
Time:	
Location:	
Purpose:	
Pre-work:	
Materials:	

TIME	TOPICS	PERSON RESPONSIBLE	ACTIVITY	RESULT



At the Meeting

As you've seen, there are plenty of things essential to a successful meeting. But when you get there, the meeting is only as good as what you remember from it. Good record keeping and action planning are essential to the success of a meeting. Time and money are lost when commitments are not recorded and accountability is left to the best memory.



Record Keeping and Action Planning

The combination of record keeping and action planning is the ultimate scorecard of a meeting.

It is the Chapter Secretary's special task to serve as monitor in maintaining orderly, clear progression of the group's discussions, recording all deliberations/ actions/decisions. The presence of an effective meeting recorder can significantly improve the productivity of any meeting.

The following list highlights some of the skills of a good recorder and gives insight on the role one must take.





Recorder Skills

A good recorder should:

1. Be a good listener

■ You should be able to restate the position of others accurately and completely

2. Be able to process information on several levels simultaneously

- Although you're designated as recorder, it doesn't mean that you no longer have responsibility to participate in a meeting
- A good recorder is expected to contribute during the meeting, e.g., special insights, information, critical assessment of ideas
- Should be able to operate on two wavelengths at the same time:

 Someone who listens, interacts and contributes to the discussion

 Someone who processes the input and organizes each perspective in a clear and concise manner

3. Be an excellent organizer, integrator and synthesizer of the ideas of others

- Pay attention to the relationship and structure of ideas, their subordination and sequence, their commonalties and differences...organize them so everyone can understand them
- Respect the importance of orderly progression; ask directive questions, such as:

"Where are we at in the agenda?"

"Have we concluded anything at this point? If so, would somebody state it?"

4. Be a selfless individual who is dedicated to ensuring that individual statements are clear and group progress is systematic and orderly, rather than worrying about one's own personal position on an issue



Meeting Notes and Actions

There's an easy format you can use to combine action planning and record keeping, and it's included within this section in the following pages. Simply use the **Notes** section to record:

- Meeting date
- Start time
- Names of those present
- End time
- Individual agenda items. For each item, include:
 - Major points discussed
 - All decisions reached
 - All agreed upon actions and topics
 - Date, time and place of next meeting

While recording notes of the meeting, you also have decisions to make regarding what and what not to keep. This is especially true concerning extensive dialogue during the course of committee decision making. It isn't always necessary to record it on your meeting notes.

- It's often better to record the relevant points without specifying who made which one Use the **Action** section to record an agreed upon action relative to the agenda item. Identify:
 - The person responsible
 - The target date for the action





Suggestions for Meeting Note-Taking

1. As Recorder, Your Responsibility Is to:

- Seek clarification of vague, disorganized and ambiguous statements
- Seek internal summarization and major conclusions
- Seek consensus of facts, reasons and rationale

2. During the Meeting, You Should Record Only:

- The major conclusions of each topic or subtopic (get it right by precise rephrasing and asking for acceptance)
- General rationale for the decision, including key supporting facts
- The specific action taken. Individual responsibility should be designated with all due dates specified

3. Read Back Meeting Minutes

■ Before ending the meeting, you should read back to the group what it accomplished, including conclusions, decisions and specific actions to be taken

4. After the Meeting:

■ Publish and distribute the meeting notes summary



ACTION NOTES Record: meeting date, start/end time, names of Record: the person responsible for each agreed those present. For each agenda topic, record upon action and the target date for each action major points, discussed, all decisions reached, and agreed upon actions, next meeting topics, date/time, location, prework.

MARKETING & MEDIA



Responsibility:



Editor



Activities Officer



Photographer



Webmaster



Secretary



Assistant Director



Ladies of Harley® Officer

This Section Reveals:

- Hints on how to publicize your chapter's activities
- Guidelines for creating chapter publications
- Directions for submitting photos and information to Hog Tales®
- Guidelines for Internet usage

Introduction

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



Chapter Publications



A chapter publication is the foundation of chapter communication. 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 publication - written, oral (broadcast) or electronic, before it is released. Approval is required by the Charter! A copy of every chapter publication must be sent to your H.O.G. Manager (see Telephone Directory).

Guidelines

Newsletters can consist of any printed material informing the membership of activities, e.g., postcards, flyers, multi-page publications, etc. Activities listed in the newsletter must indicate whether they are open or closed events.

Content

The contents of your chapter publications should reflect the fact that H.O.G. is a family-oriented organization. Stay away from editorializing, politics and controversial issues - there's enough of all that in "real" life!

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, Enthusiast*®, your chapter newsletter or other motorcycling publications as sources.)
- Minute by Minute (meeting minutes)
- 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)



Gathering Information

- You might want to consider starting a newsletter task force to gather information. You can also reprint information from *Hog Tales*®
- Each chapter officer should supply newsletter material to the Editor on a regular basis
- The Editor should set and enforce information gathering and editorial schedules. Get in the habit of turning in information for the newsletter at each chapter meeting

Graphics

Camera-ready "slicks" are included in this handbook. If you have scanning capabilities, you can scan these images into your computer and drop them directly into your documents. Seven pages of H.O.G. trademarked artwork appear in the Chapter Business section of this book (Tab F).

⇒ See Also/Usage Note

When using any of these logos, remember that they are trademarks owned by Harley-Davidson® and the Harley Owners Group®. For more information about trademark usage, please see *Chapter Business* (Tab F) and/or the *Annual Charter for H.O.G. Chapters* (Tab B).





Submitting Chapter Photos to Hog Tales®

In every issue of *Hog Tales*® we feature stories and photographs from chapters around the world. If you would like to see your chapter appear in *Hog Tales*® please send a photo and biography to:

H.O.G. Customer Services Europe

P.O Box 114

Twickenham

TW1 1XQ, UK

Please include the number of members in your chapter and the name of your Sponsoring Dealer. If you don't see your chapter in the next issue of *Hog Tales*®, please remember that with over 1,400 chapters worldwide, it will take some time to feature every chapter.



Submitting Photos for Other Columns

You can submit photos for the Meet the Members, Fly & Ride and Young Riders columns by following the guidelines below.

- A H.O.G. member must appear in all submitted photos. Photos featuring children (who aren't members), pets, motorcycles, etc., only, will not be printed
- Please do not send negatives or Polaroids
- Be sure to write your name and membership number on the back of your photo. Send it to H.O.G. Customer Services Europe, P.O. Box 114, Twickenham, TW1 1XQ, UK



How Do I Get an Event Listed on H.O.G.'s Web Site?

- Log on to the www.members.hog.com. to see if your event is already listed. If not, submit the information including name of event, start and finish dates, location and contact details to the H.O.G Customer Services Europe.
- 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 www.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.



Chapter Internet Guidelines

The internet is a rapidly growing electronic medium with the potential to significantly impact how H.O.G.® Chapters communicate with each other, their Sponsoring Dealers, with the H.O.G. offices in Milwaukee, with Harley-Davidson®, and with the motorcycling public. Harley-Davidson supports use of the Internet and has established a corporate web site (www.harley-davidson.com) and a Harley Owners Group® web site (www.members.hog.com).

As use of the internet continues to grow more H.O.G. Chapters and their Sponsoring Dealers are developing their own home pages to "do business" on the Internet. Harley-Davidson has given your Sponsoring Dealer guidelines to follow when using the internet. Harley Owners Group also has guidelines to follow which are contained in the Annual Charter for H.O.G. Chapters, and on the following pages. If you carefully read and follow the guidelines, your chapter web site is eligible for listing on H.O.G.'s corporate site, H.O.G. members only site (www.members.hog.com) & the Harley-Davidson dealer locator - another great way for you to showcase your chapter!

Internet Do's and Don'ts

- In all chapter activities, including use of the Internet, follow the *Annual Charter* for H.O.G. Chapters
- Use the internet to promote a positive image of your H.O.G. Chapter, your members, your Sponsoring Dealer and the life-style of motorcycling (see Charter, Article I)
- Use internet publications to reflect the family oriented, non-political philosophy of Harley Owners Group (see Charter, Article I)
- Get your Sponsoring Dealer's approval for Internet publications (see Charter, Article IX). If your dealer has a home page, discuss linking the chapter home page to the dealer's
- Include your official chapter name and number on all textual material published by the chapter, including electronic publications on the internet (see Charter, Article IX)



- Confine internet publications to information you wish to share with the general public and protect the exclusivity of member benefits, such as your chapter newsletter
- Be fair. Not all chapter members will access the Internet, so be sure to communicate the same information to ALL your members and don't rely on the internet as your sole means of communication
- Use only the H.O.G.® , not Harley-Davidson® , trademarks (see Charter, Article X)
- Use the H.O.G. trademarks only in conjunction with your official chapter name and only when referring to H.O.G. Chapter activities. Only chartered chapters may use H.O.G. trademarks (see Charter, Article X)
- Protect your members' privacy. Don't publish member names, addresses, phone numbers or information about their Harley-Davidsons
- If you advertise chapter events, be very clear about who is invited or you may have to turn away non-H.O.G. members or deal with more guests than you are prepared to handle. (If you are inviting the general public to an event, make sure you have the appropriate insurance coverage and always get signed releases from attendees who are not members in good standing of your local chapter)
- Whether you're communicating through e-mail or putting information on a home page, if you wouldn't say it to someone's face, and if you don't want the world to know it, don't say it on the internet
- And finally... don't let the internet take time away from riding with your family and friends!



Getting your Official Chapter Web Site Listed on www.members.hog.com

- Review and follow the H.O.G.® Chapter Internet Guidelines on the following pages
- Use the **Event Statement for Chapter Web Sites** and the **H.O.G. Chapter Online**Privacy Statement provided at the end of this section
- Submit your complete web site address, chapter name and chapter number to the H.O.G. Customer Services Europe
- 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

H.O.G.® Chapter Internet Guidelines

The following guidelines apply to **all** H.O.G. Chapters. All guidelines are supplements to the Annual Charter for H.O.G. Chapters and are in effect for, and must be complied with, by all chartered H.O.G. Chapters.

I. Purpose

The purpose of a chapter web site should be to motivate, recruit, retain and entertain members. It is another avenue to share information. The site should supplement your chapter newsletter not replace it.

II. Content

- 1) The Sponsoring Dealer or Distributor must approve all content of the web site. If, at any time, H.O.G. determines in its sole discretion that a chapter internet site is incompatible with the family-oriented, non-political philosophy and objectives of H.O.G., the Annual Charter for H.O.G. chapters may be revoked.
- 2) Content should be informational. All content pertaining to events and activities must include a statement outlining H.O.G.® policy regarding who can attend events. (See: "Event Statement for Chapter Web Sites" later in this section).



- 3) Confine Internet publications to information you wish to share with the general public and protect the exclusivity of member benefit such as your chapter newsletter.
- 4) Any chapter-related forms (release forms, chapter membership enrollment, and the Annual Charter for H.O.G. chapters) may be located on your site. To obtain an electronic copy of these forms send your e-mail request to webmaster@hog.com with your chapter number and web site address.
- 5) Privacy statements: All sites should include a privacy statement. (See "H.O.G. Chapter Online Privacy Statement" later in this section).
- 6) Programs that voluntarily ask for information (like a guest-book) can be utilized. The program must be voluntary and a proper warning statement must be displayed informing users that other people who visit the site may obtain the information they provided.
- 7) Web site links should follow the H.O.G. family oriented and non-political philosophy. The Sponsoring Dealers or Distributor must approve any links listed on the chapter site.

III. Web Site Registration

The Sponsoring Dealer or Distributor must register the chapter web site and approve the domain name. The domain name shall not include any Harley-Davidson® trademarks other than H.O.G. and should be descriptive of the chapter name. The chapter is responsible for maintaining all content and service for the site.

IV. Trademark License

Chartered H.O.G.® Chapters have an annual license to use H.O.G. trademarks and logos on their web sites in conjunction with their chapter name and number, and in connection with material relating to chapter activities, subject to compliance with the terms hereof and the terms of the Annual Charter for H.O.G. Chapters. H.O.G. trademarks and logos cannot be altered in any way and cannot be used in connection with any other words or graphics. Chartered chapters cannot grant or assign rights to the use or display of H.O.G. trademarks and logos to any person or entity for any purpose. This prohibition includes web site developers and/or hosts. Chartered chapters are not licensed to use Harley-Davidson® trademarks and logos and cannot use them on their web sites for any purposes.



V. Chapter Web Sites are prohibited from conducting the following:

- 1) Transactions. A transaction is defined as obtaining funds through the internet. The chapter site shall be non-transactional. Members can download forms but those forms cannot be processed via the site.
- 2) Advertising cannot be utilized on the web site, other than dealer advertising which we have traditionally permitted because of the dealer's right in their dealer contract to promote the sale of Harley-Davidson products and services.
- 3) Classified Advertisements.
- 4) Links that are political or non-family oriented.
- 5) Listing your chapter roster. Any content you list on your site shall not reveal private information about the members of your chapter, including names.
- 6) Programs that involuntarily store user information (chat rooms and bulletin boards) which store e-mail addresses without user's consent.
- 7) H.O.G.® enrollment forms and benefits forms.
- 8) Illegal activities
- 9) Displaying or using, as are determined by Harley-Davidson® in its sole discretion, objectionable materials or links to a web site that uses objectionable materials.

VI. Compliance

Compliance with these guidelines will result in having the chapter's web site address listed as a link on www.members.hog.com, the official web site of the Harley Owners Group®. If, at any time, H.O.G. determines in its sole discretion that a chapter Internet site is incompatible with the family-oriented, non-political philosophy and objectives of H.O.G., the link listed at www.members.hog.com will be removed and the Annual Charter for H.O.G. chapters may be revoked.

Event Statement for Chapter Web Sites — If you're advertising a chapter activity on your chapter web site, include the following statement or you may wind up with more than you bargained for!

Chapter activities are conducted primarily for the benefit of H.O.G. chapter members. There are three categories of activities, all activities are identified as follows:



Closed events are those chapter events, which are open to chapter members and one guest per member.

Member events are events that are open only to H.O.G. members

Open events are those chapter events, which are open to chapter members, international H.O.G. members and other guests as desired.

If you are interested in becoming a H.O.G.® chapter member, contact (insert chapter information).

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 (for example, aol.com, if you are connecting from an America Online account); 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 recognize;

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 contacting H.O.G. Customer Services Europe, P.O. Box 114, Twickenham, TW11XQ, UK.



Chapter Mailing Lists

Have you ever received something in the mail and thought, "How in the world did they get my name and address?" Chances are, they bought your name and number from someone as part of a mailing list.

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

Once you provide a Chapter membership list to anyone, you lose control of it. As a Chapter officer, you are trusted to protect and maintain the ownership and confidentiality of the Chapter membership and mailing lists. If a situation arises that you are not sure about, call your H.O.G. Manager.

USE Chapter MAILING AND CUSTOMER LISTS SOLELY FOR CHAPTER
BUSINESS PURPOSES

SAFE RIDING TIPS



Responsibility:



Safety Officer



Activities Officer



Road Captain



Ladies of Harley® Officer

This Section Reveals:

- Standard hand signals and formation riding procedures recognized by the Motorcycle Safety Foundation (MSF) in the U.S. This is an example. Check with local driving laws and regulations in your respective countries.
- Advice on planning group rides for your chapter members

Introduction

Few activities build camaraderie and memories faster than chapter rides. They are one of the core H.O.G.® Chapter activities. That's why it's so important that they're conducted safely. This section contains tips on planning group rides, standard hand signals and a discussion of formation riding techniques.



Group Riding Tips

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

Planning the Ride

- It's always a good idea to prepare a map of the route with all the stops indicated. If some bikes become separated from the group, they can "catch up" at the next stop
- If you're not out for a scenic ride, plan the most direct route to an event or activity. Interstate highways offer the following advantages:
- All traffic is moving in one direction
- No cross-traffic or traffic lights to split up your group
- If you're out for a scenic ride, be sure traffic conditions will allow it. For example, is there a county fair or car show in the area that day to complicate the ride?
- Plan gas stops at least every 90 miles/145 km, so folks with smaller tanks can fill up and stay with the group
- If you have a large group stopping at a restaurant, call the restaurant far enough in advance to allow them to prepare for a large group
- If you expect a particularly large group and it's possible to get a police escort or traffic control at the start/end of a ride or along the route, great! Otherwise, it is a good idea to at least inform the police department of your plans and perhaps drop off a map. Never block traffic yourself; it may be against the law!



Leading the Ride

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

Participating in a Ride

- Drinking and driving never mix. This is especially true when participating in a group ride
- Always ride in staggered formation; it gives you an extra margin for safety
- Make sure your vehicle is in good operating condition. For example, a bad tire could cause an accident on a group ride
- Being too hot or too cold can also affect how alert you are as a driver. Be sure to pack appropriate protective clothing, such as a long-sleeve cotton shirt (for protection from the sun), helmet, eye protection, leather jacket, gloves, etc.
- Always ride with your headlight on. Cars have enough trouble "noticing" motorcycles; riders should do everything possible to help them out
- A group of motorcycles is not considered a single vehicle. Be courteous and allow cars to enter and exit the highway and change lanes. Generally speaking, a car will not want to ride in the middle of a group of motorcycles and will get out of the group as quickly as possible
- Familiarize yourself with the route and scheduled stops
- Arrive to participate in a group ride with a full tank of gas



Emergency Stopping

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



Hand Signals

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

"Start Your Engines"

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

Slow Down

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

Hazard on the Road

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

Need Gas

When you need gas, point at the gas tank.

Need Food

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

Turn Signals

Most bikes have turn signals - use them.

Hand signals used in conjunction with turn signals give everyone in the group and other traffic a clear idea of your intentions.



Formation Riding

Staggered Riding

- The lead motorcycle should be in the left 1/3 of lane, the second motorcycle should be in the right 1/3 of the lane, one second behind the first rider, and so on
- Leave enough room between each motorcycle so that any rider can maneuver to the right or left without hitting anyone else. Always stay in line with the bike in front of you. Do not switch between the 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

- 1. Pre-pass position: Be far enough behind the vehicle you are passing to see clearly down the road to do an "oncoming traffic check."
- 2. Signal. If you have a passenger, he or she should signal as well.
- 3. Check your mirrors and then turn your head to check your blind spot and ensure that no one is passing you.



- 4. Accelerate and change lanes. Remember, legally, you can't exceed the speed limit.
- 5. 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.

After Making the Pass

The lead rider makes the lane change, 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 Beginners Up Front - Place inexperienced riders behind the leader, where more experienced riders can watch them.

Follow Those Behind - Let the tail ender 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 tail ender.

Know the Route - Make sure everyone knows the route. Then, if someone is separated they won't have to hurry to keep form getting lost or taking a wrong turn.



Safe Riding Tips

(Reprinted with copyright permission of the MSF)

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:

- 1. Know your skills. Take a beginning or experienced Course from a recognized training center. The more you know, the better rider you become!
- 2. Know the rules of the road and respect other road users. Don't forget, riding is a privilege. Get yourself and your motorcycle properly licensed; get insurance if required. Know the limits of your skills, your motorcycle, and the road conditions so you don't ride over your head.
- 3. Ride with the right gear. A helmet, eye protection, sturdy jacket, pants, boots, and gloves are your best defense against accident injury. It can happen to you!
- 4. Ride aware. A car turning across your path is the most frequent accident. Three-fourths of motorcycle accidents involve collisions with other vehicles, the majority caused by the other driver. Intersections can be bad spots, so slow down and be prepared to react. We repeat: It can happen to you!
- 5. Ride to survive. Be seen and not hit. You aren't as big as a truck, but you can attract attention. Wear bright clothing, use your headlight and bright colored fairings, select a lane and a position within a lane to be seen, avoid rapid lane changes, and keep looking around you don't need surprises!
- 6. Ride straight. Alcohol and other drugs do not let you think clearly or make sound judgments. Up to 45% of all fatal motorcycle accidents involve alcohol.
- 7. Keep a safe bike. Know your owner's manual, follow recommended service schedules, and have repairs made by an authorized dealer. Always check your bike's tires, suspension and controls before riding.
- 8. Share a safe ride. Company is nice. Some company weighs 100 pounds; other company weighs more. All weight affects handling. Having someone on the back is a big responsibility. Instruct them on proper riding technique and protective gear.

Now, take responsibility for your riding, learn more ... and go enjoy yourself.



Other Tips for Touring

- 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



H.O.G. CHAPTER ALCOHOL GUIDELINES

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

- The consumption and use of alcohol is a serious personal responsibility involving the safety and welfare of family, riding friends and the individual H.O.G. member.
- Alcohol consumption before or during motorcycling activity is not safe responsible behavior.
- H.O.G. has no direct operational control over chapter operations.

 Consumption of alcohol after riding activity or at non-riding events is a matter to be decided by the sponsoring dealership and H.O.G. Chapter leadership. All such decisions are subject to final review and approval by the sponsoring dealership.
- If the Sponsoring Dealer and Chapter decide that alcohol may be consumed at a chapter activity, then the recommended approach is either to "Bring Your Own" or to "Buy Your Own" from a vendor licensed and insured to sell alcohol.



Who's responsible for whom?

By Heidi Zogg

The other day, I received a call from a chapter officer who had observed one of the local chapter members drinking to excess during a stop on a chapter ride. An awkward situation, to say the least, and a potentially lethal one.

His question to me was, "What am I required to do as a chapter officer?" And, he added, "You should warn us about these things!" He's right, and he brings up a good question.

First, consider an ounce of prevention; don't make bars a stopping place for meetings or rides. Harley ® dealerships, parks or restaurants are all good options. Always make

sure an alternative to beer or booze is available whenever you stop – there are some pretty good non-alcoholic beers out there today! Second, discuss the issue with your sponsoring dealer, chapter officers and members before problems occur, at a monthly meeting or prior to the ride. Emphasize that each one of us is responsible for our own behavior, and we also have a responsibility to those with whom we ride. If you think through what you would do if ever confronted with a

member who isn't fit to ride, you'll have a better chance of achieving a positive outcome. Third, as a chapter officer, set an example.

At the Primary Officer
Training, a chapter director
told us his tactic. If they have
a member who has partied
too hard, several chapter
officers approach the
individual, calmly point out
the danger the person is
posing both to him or herself

and to other chapter members, ask for the keys, and arrange for alternative transportation by taxi or private vehicle. They've reported that this technique works well. Beyond this, there's not much you can – or should - do. As H.O.G.® members and riders, we tend to want to "take care of our own" without involving outside authorities – a philosophy I myself hold to. However, if there's ever a time when, using your best judgement, you feel someone's life could be in danger if they throw a leg over the bike and try to ride, calling the police may be your only alternative.

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

BLANK FORMS



Responsibility:



This section reveals:

■ Blank copies of forms in this handbook

Introduction

This section contains a copy of the forms provided in this book. Use these forms as "masters" and photocopy as many as you need for chapter business. Using these forms as originals ensures that you will always have at least one copy of the blank form available. Certain forms in this section are only samples and are marked as such. This is the case with any form that will be sent to you directly from H.O.G.® because it is customized or time-sensitive.

Blank Forms Index

- ABCs of Touring Guidelines and Form
- Agenda Planning Sheet
- Alcohol Guidelines
- Annual Meeting Checklist
- Calculating Minimum Registration Fees Worksheet
- Chapter Annual Financial Statement
- Chapter Event Release Form for Adults
- Chapter Event Release Form for Minors
- Chapter Membership Enrollment Form and Release
- Chapter Reimbursement Form A



- Chapter Reimbursement Form B
- Enrollment Form Harley Owners Group
- **■** Equipment Checklist
- Event Suggestion Form
- Field Event Registration
- H.O.G. Chapter Charter Application
- H.O.G. Mileage Program Form
- H.O.G. Safe Rider Skills
- Injury Report
- Judges Evaluation Sheet
- Letter of Agreement (U.S. Example)
- Meeting Notes/Action
- Minor's Assumption of Risk Acknowledgment
- Observation Run
- Officer/Secondary Chapter Mailing Address Change Form
- People's Choice Official Ballot
- Poker Run Tally Sheet multiple stop
- Poker Run Tally Sheet single deck
- Proposed Rally Budget Form (U.S. Example)
- Ride-in Show Entry Sheet
- Ride-in Show Rules and Classes
- Staff Volunteer Sign-up
- Certificate of Appreciation
- Blank Letter Heads
- Incorporation By-Laws for the UK, Ireland and Norway
- Incorporation Guidelines for the UK, Ireland and Norway

ABCs OF TOURING FORM



OFFICIAL GUIDELINES

- Entries must be from a current H.O.G. member and must be for one person only. If a full and an associate member both wish to enter, each must submit separate entries.
- Entries must include at least 26 photos with ALL of the following elements en EACH photo.
- Your Harley-Davidson motorcycle.
- An issue of H.O.G. Tales
- You in at least six photos
- An "official sign".
- Entries must include a list of each city/town, county, municipality, state, province, country, or event. Photos in front of H-D Dealers must have the name of the city/village/town written on the back of the photo.
- 3. An "official sign" is:
- A sign posted by a government body, which lies within the boundaries
 of the place it identifies (mileage/kilometer markers or directional signs
 are not allowed)
- Government buildings with the name of the city/village/town or state on them such as post offices, police stations, etc.
- An authorised Harley-Davidson dealership may be used to designate a city/village/town. However, the first letter of the actual city where the dealership is located is the letter for which you will be credited. (A photo of "Harley-Davidson Stuttgart" would give you credit for the letter "K" because that dealer ship is located in Korntal, Germany)
- 4. The name of the dealership, city/village/town, county, municipality, state, country, etc. must appear legibly on the "official sign" in the photo to receive points.
- 5. You must ride your Harley-Davidson motorcycle. Photos with motorcycles on trailers are not eligible.
- Names of winners will be published in HOG Tales. All photos submitted will become the property of Harley-Davidson Motor Company and may be used in HOG Tales or National Newsletters.
- 7. Send entries to Harley Owners Group Europe (see address directory below). All entries must be postmarked no later than November 30th. All awards will be presented after the date.

- 8. Photos must qualify as outlined above to be eligible for points. Points are awarded as follows:
- One point for each European city (or equivalent i.e., village, town, municipality) sign from A to Z.
- Maximum 26 points
- One point for each European country, province, county, shire, borough, département in France, canton in Switzerland, Bundesland in Germany, territory or state sign. Maximum 30 points
- One point for each U.S. State. Maximum 50 points
- 2 points for any European, U.S. or National HOG Rallies advertised in HOG Tales or in your national newsletter.
- 2 points for each Touring State or Regional HOG Rally advertised in HOG Tales or in your national Newsletter as a "Touring", "State" or "Regional" Rally.
- One point for each natural/national park. Maximum 2 points
- One point for each of the following Harley-Davidson facilities: Juneau Avenue, Capitol Drive, Pilgrim Road in Milwaukee, Wisconsin; Tomahawk, Wisconsin; York, Pennsylvania; Kansas City, Missouri; East Troy in Wisconsin. Maximum 7 points

9. The following incentives will be awarded:

- 26 points ABCs of Touring pin
- 36 points ABCs of Touring pin and patch
- 46 points ABCs of Touring pin, keyfob, patch
- 56 points ABCs of Touring pin, keyfob, patch and HOG playing cards
- Most points (1st place) \$500** HOG Gift Certificate* and ABCs of Touring Plaque
- Second place \$250** HOG Gift Certificate* and ABCs of Touring Plaque
- Third place \$100** gift certificate* and ABCs of Touring Plaque
 - also includes above listed incentives
 - ** or currency equivalent of your country

10. ABSOLUTELY NO EXEPTIONS WILL BE MADE TO THE ABOVE RULES.

In the event of a tie, a draw will be held. Decision of the judges is final.

CLOSING DATE: 30 NOVEMBER

H.O.G. COMMUNICATION OPTIONS

INTERNATIONAL FREE/FAXFONE:

INTERNATIONAL TEL/FAX NUMBER:

OPENING TIMES: UK TIME EUROPEAN TIME DAYS

8am - 6pm 9am - 7pm Monday - Friday

9am - 3pm 10am - 4pm Saturday

EMAIL:

customerservices@hog-europe.com

MAIL:

ABCs OF TOURING FORM



Please refer to your membership manual for full details. Please write in **CAPITAL** letters.

MEMBER NAME		MEMBER NUMBER	
European City (A - Z)	US, European or national H.O.G Rallies	U.S. State	Touring / State / Regional Rally (advertised in HOG-Tales)
A		1	,
В	1	2	1
C	2	3	2
D	3	4	3
E	4	5	4
F	5	6	5
G	6	7	
H	7	8	TOTAL
!	8	9	N M /4 D:
J K	9	10	No Max. / 1 Point per entry
•	10	11	
L М	11	12	
M N	12	13	
0	13 14	14 15	TOTAL —————
n	15	16	
P		17	
R	TOTAL	18	
s		19	
T	Entries / 2 Points per entry	20	
U		21	
v		22	
W	European Country, Province,	23	
X	County, Shire etc.	24	
Υ		25	
Z	1	26	
	2	27	
TOTAL	3	28	
14. 26 Deiete / 1 Deiet - 1 - 1	4	29	
Max. 26 Points / 1 Point per entry	5	30	
	6 7	31	
Nat'l Park/Forest/Provincial Park	8	32	
Nat Hark/Forest/Frovincial Fark	0	34	
1	10	35	
2	11	36	
	12	37	
TOTAL	13	38	
	14	39	
Max. 2 Points / 1 Point per entry	15	40	
	16	41	
	17	42	
H-D Facilities (USA)	18	43	
	19	44	
1	20	45	
2	21	46	
3	22	47	
4	23	48	
5	24	49	
6	25	50	
TOTAL	26	TOTAL	
IOIAL	27	TOTAL	
Max. 6 Points / 1 Point per entry	28 29	Max. 50 Points / 1 Point per entry	
max. o rome / r rome per entry	30	max. 50 Folino / Frolin per entry	

TOTAL



Agenda Planning Sheet

TIME	TOPICS	PERSON RESPONSIBLE	ACTIVITY	RESULT



H.O.G. CHAPTER ALCOHOL GUIDELINES

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Annual Meeting Checklist

■ Persons in attendance

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

■ Clarify and reaffirm chapter goals and expectations

- Obtain consensus regarding the Sponsoring Dealer's goal, expectations and requirements
- Reaffirm the Ride and Have Fun (R & F) factor
- Complete the H.O.G. Chapter Charter Application

■ Financial review

- Review and assess chapter finances and financial operations
 - -Funds on hand
 - -Payment history
 - -Cash controls
 - -Adherence to budget
- Adopt any necessary changes to finances and financial operations
 - -Cash controls
 - -Collections
 - -Cash reserves
- Complete and approve the Chapter Annual Financial Statement
- 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

Use this form to calculate the minimum registration fees

(The minimum you could charge and still cover all rally costs)

IF YOU HAVE ANY QUESTIONS ABOUT CALCULATING FEES, CONTACT YOUR REGIONAL MANAGER

State Rally Name	
Proposed Location	Proposed Dates
Estimated Fixed Expenses (remain constant, regar	udloss of registrations)
Insurance Ronding:	uless of registrations)
Insurance Bonding:Entertainment:	
Annual Corporation Costs:	
Logal/Professional Foos:	
Legal/Professional Fees:	
Printing:	
Cleanup:	
Committee Expenses:	
Entertainment:	
Site Fees:	
Postage:	
Trophies & Prizes:	
Other:	Description:
Other:	Description:
Total Fixed Expenses:	
Expenses per Pre-registrant	
T-shirt	
T-shirt: Pin:	
	
H.O.G. Tag:	
Bandana:	
Patch:	
Other:	Description:
Other:	Description:
Total Expenses per Pre-Registrant:	
per rie negistianti	
Expenses per On-Site Registrant	
T-Shirt:	
Pin:	
H.O.G. Tag:	
Bandana:	
Patch:	
Other:	 Description:
Other:	
Total Expenses per On-Site:	
_	
Co	omputation
Number of anticipated pre-registrants	
Table	and a contract of the contract
Iotai Ni	umber of Registrations:
Total Fixed Expenses	divided by Total Anticipated Registrations =
Fived	Cost per Registrant:
HACU	cost per Registrant.
Fixed Cost per Pre-Registrant	, plus Total Expense Per Pre-Registrant=
Break-Eve	en Pre-Registration Fee:
Fixed Cost per On-Site Registrant	, plus Total Expense Per On-Site Registrant=
Break-Even	On-Site Registration Fee:

CHAPTER ANNUAL FINANCIAL STATEMENT



Annual Dues (if applicable) Net Worth
Net Worth
sh on Hand, ginning of Yeard:
al Income: p-Total s: al Expenses
sh on Hand I of Year
Date
5

U.K. Example





EVENT RELEASE FORM AND AUTHORIZATION TO TAKE PHOTOGRAPHS FOR ADULTS

Name of EVENT(S):	Date:
Location:	
Run," "Rally," "Field Meet" or other activity (he lnc., Harley-Davidson Motor Company, Harle Owners Group (H.O.G.), authorized Harley-I respective offices, directors, employees and a the RELEASED PARTIES from claims and dem	If in consideration of the opportunity to participate in a "Ride," "Poker creinafter "EVENT(S)") sponsored and/or conducted by Harley-Davidson, ey-Davidson Europe, Ltd or any of its corporate affiliates, the Harley Davidson dealer(s) and/or local H.O.G.® chartered chapter(s) and their igents (hereinafter the "RELEASED PARTIES") releases and holds harmless hands, rights and causes of action which I now have or later may have esulting from, arising out of, or in connection with the EVENT(S), and my
the opportunity to participate in one or more releases and holds harmless the RELEASED P	onal representatives, successors and assigns), for and in consideration of eVENT(S) sponsored and/or conducted by the RELEASED PARTIES, ARTIES from claims and demands, rights and causes of action which I ASED PARTIES in any way resulting from, arising out of, or in connection my said EVENT(S).
whether or not such claims result from neglig	may have against the RELEASED PARTIES relating to my property, ence (except gross negligence and willful intent) on the part of any or all e EVENT(S) or with respect to the conditions, qualifications, instructions, S) are conducted or from any other cause.
	I AGREE NOT TO SUE ANY OR ALL OF THE RELEASED PARTIES FOR FROM, OR IN CONNECTION WITH THE EVENT(S), EXCEPT IN THE IL INTENT BY THE RELEASED PARTIES.
	eration of motorcycles and fully understand the risks and dangers rticipating in the EVENT(S) and I expressly agree to assume the entire risk
	by take photographs of participants at the EVENT(S) for use in H.O.G.® e no objection that my photograph is taken and used in this context and
	Photograph , I certify that I have read this Release and fully understand it or representations made by the RELEASED PARTIES.
THIS IS A	A RELEASE - READ BEFORE SIGNING
- Rider -	- Passenger -
Signature	Signature
Print Name	Print Name
Address	

U.K. Example





EVENT RELEASE FORM AND AUTHORIZATION TO TAKE PHOTOGRAPHS FOR MINORS

Name of EVENT(S):		Date:	
Lo	ocation:		
M D au	leet" or other activity" (hereinafter, EVENT(S)) sponsored avidson Motor Company, Harley-Davidson Europe, Ltd	and their corporate affiliates, the Harley Owners Group, ® chartered chapter(s) and their respective officers, directors	
1.		nce and capabilities, and believe the Minor to be qualified to nere the EVENT(S) are conducted. IF I OR THE MINOR BELIEVE IMMEDIATELY CEASE OR REFUSE TO PARTICIPATE FURTHER IN	
2.	participation in the EVENT(S) and/or entry into Restricted AI INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS by the Minor's own actions or inactions, the actions or inact EVENT(S) , the condition and layout of the premises and equ performing their chapter duties: (c) there may be OTHER RI	nipment, or THE NEGLIGENCE OF THE RELEASED PARTIES in SKS NOT KNOWN TO ME or that are not readily foreseeable at th mages that could result from those risks COULD BE SEVERE AND	
3.	ALL SUCH RISKS AND ASSUME ALL RESPONSIBILITY FOR	or entry into restricted areas and HEREBY ACCEPT AND ASSUME LOSSES, COSTS AND OR DAMAGES EXCEPT WHEN CAUSED BY OF THE RELEASED PARTIES IN PERFORMING THEIR CHAPTER	
4.	lessors of the premises used to conduct the EVENT(S) , FROM representatives, assigns, heirs, and next of kin FOR ANY AN	O SUE the RELEASED PARTIES , sponsors, advertisers, owners and M ALL LIABILITY TO ME, THE MINOR , my and the minor's person D ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES TO PROPERT PART BY THE NEGLIGENCE (EXCEPT GROSS NEGLIGENCE OR ng their chapter duties.	
5.	AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY,	's behalf makes a claim against any of the RELEASED PARTIES . I S THE RELEASED PARTIES and each of them from ANT DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM ABOVE, ASSERTING NEGLIGENCE ON THE PART OF THE	
6.		aphs of participants at the EVENT(S) for use in H.O.G.® related Minor's photograph is taken and used in this context and for this	
7.	WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDE	e Minor . I have read this parental consent, release and Mnity agreement, understand that by signing it I give D otherwise have to recover damages for losses Sign it voluntarily and without inducement.	
	Signature of Parent or Guardian	Printed Name of Parent or Guardian	

Printed name of witness

Signature of witness

CHAPTER MEMBERSHIP

ENROLLMENT FORM AND RELEASE

Chapter Name:	
member name:	
ADDRESS:	
CITY:	COUNTRY:
Phone number:	
EXPIRATION DATE OF H.O.G. MEMBERSHIP:_	
have read the Annual Charter for H.O.G. Chap sponsored chapter.	ters and hereby agree to abide by it as a member of this dealer
recognize that while this Chapter is chartered versponsible for its actions.	vith H.O.G., it remains a separate, independent entity solely
- THIS IS A REL	EASE, READ BEFORE SIGNING -
Motor Company, Harley-Davidson Europe, Ltd, a directors, employees and agents (hereinafter, the damage to my property occurring during any H. domissions occurring during the performance of the caused by negligence (except gross negligence of and their guests participate voluntarily and at the but of the conduct of such activities. I release an oroperty which may result from my participation MEANS THAT I AGREE NOT TO SUE THE "RELEARISING FROM, OR IN CONNECTION WITH,	ers Group (H.O.G.), Harley-Davidson, Inc., Harley-Davidson and any of its corporate affiliates, and their respective officers, e "RELEASED PARTIES") shall not be liable or responsible for O.G. or H.O.G. chapter activities and resulting from acts or the duties of the Released Parties, even where the damage is rewillful intent). I understand and agree that all H.O.G. members of the will have activities and I assume all risks arising and hold the "RELEASED PARTIES" harmless from any loss to my in H.O.G. activities and EVENT(S). I UNDERSTAND THAT THE EASED PARTIES" FOR ANY DAMAGE TO MY PROPERTY THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SAID EVENT(S), EXCEPT IN THE CASE OF GROSS LEASED PARTIES.
	ake photographs of participants at the EVENT(S) for use in I have no objection that my photograph is taken and used in
	tograph , I certify that I have read this Release and fully attements or representations made by the RELEASED PARTIES.
member signature:	
	DATE:
LOCAL DUES PAID:	DATE:

RETURN THIS FORM TO YOUR CHAPTER

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



Chapter Reimbursement Form A



Dealership Name:	
Dealership Number:	
Chapter Number:	
Date of Event(s):	
Number of H.O.G.® Mailings (attach samples):	
Number of Members Attended:	Guest(s):
The following must be provided:	
■ Copies or Original Receipts	
■ All expenses must be listed separately on Cha	apter Reimbursement Form B
All appropriate signatures	
■ Flyer must be attached and state "for local ch	apter members only"
(Reimbursement will be in accordance with the H	arley Owners Group Reimbursement program)
Dealer Signature: Date:	
Chapter Director	
Or Treasurer Signature:	Date:
Name of Bank account holder:	
IBAN:	
SWIFT:	
Account number:	

Send to your H.O.G. Manager



Chapter Reimbursement Form B



Chapter Name:	Dealer Name:
Event (if applicable):	
Location (if applicable):	Dates:
Expense Item	Amount
Attach All receipts - Total Expen	ises:

EUROPEAN ENROLMENT/ RENEWAL FORM



Please write in CAPITAL letters. European membership prices and membership benefits are on the reverse. Areas indicated with a BLACK BOX (■) are the minimum requirements – forms will be returned if these sections are not completed. ■ Language Preference □ English □ French □ Italian ☐ German □ Dutch □ Spanish **FULL MEMBERSHIP** ■ Type of Full Membership (one must be selected) ■ Renewal (Existing H.O.G. Number) ___ □ New ☐ Life | _____ (DD/MM/YY) ■ Gender □ Male □ Female ■ First Name Surname Street ■ Postcode ■ City ■ Country Tel. (Daytime) __ Tel. (Mobile) - Email ■ VIN Number If Chapter Member: Chapter Name _ (Frame number, not registration plate or engine number) Chapter Number -**ASSOCIATE MEMBERSHIP** ■ Type of Associate Membership (one must be selected) ______ 🗖 Life _ ■ Renewal (Existing H.O.G. Number) ■ Gender ☐ Male ☐ Female Initial _ Title ■ First Name ■ Surname ■ Street ■ Postcode ■ Country Tel. (Daytime) ■ H.O.G. Number of sponsoring member Chapter Name -If Chapter Member: Chapter Number — **METHOD OF PAYMENT** (one must be selected) ☐ Cheque enclosed made payable to: H.O.G. Europe □ Visa □ Euro / Master Credit Card number Name on Card (DD/MM/YY) Signature Associate Membership Amount _ Full Membership Amount _ Currency

DO NOT SEND CASH. Please send this form with payment and any attachments to: H.O.G. Customer Services, PO Box 114, Twickenham, TW1 1XQ, UK

Ladies of Harley

Ladies of Harley is free of charge to active, female H.O.G. members. Check here if you would like to join:

□ LOH - Full Membership □ LOH - Associate Membership

□ Please tick the box if you wish us to use the information that you have provided to us (including your e-mail address and mobile phone number) to send you further information about products and services from Harley-Davidson, Buell or its representatives that we believe you will be interested in. (For more info see the H-D Privacy Policy on our website **www.harley-davidson.com**)

EUROPEAN H.O.G. MEMBERSHIP PRICES



All prices include value added tax (VAT). Prices are subject to change without prior notice.

CURRENCY	FULL	FULL (ASSOCIATE)	LIFE	LIFE (ASSOCIATE)
EURO	60	30	600	300
POUND	40	20	400	200

H.O.G. COMMUNICATION OPTIONS

International Free/Faxfone:

Tel: (00) 800 1111 2223 | **Fax:** (00) 800 7766 5566

International Tel/Fax number:

Tel: +44 208 891 9088 | **Fax:** +44 208 843 8770

Opening Times:

UK Time European Time Days

8am - 6pm 9am - 7pm Monday - Friday

9am - 3pm 10am - 4pm Saturday

Email: customerservices@hog-europe.com

Mail: H.O.G. Customer Services, PO Box 114, Twickenham, TW1 1XQ, UK

- 20	ABC's of Touring	•	•	•	•
	Bronze H.O.G. Pin	•	•	•	•
	Chapter Challenge	•	•	•	•
	Embroidered H.O.G. Patch	•	•	•	•
	Enthusiast	•		•	
	European Touring Handbook	•		•	
	Fly & Ride tM	•		•	
	Hog Tales	•		•	
	H.O.G. Assistance	•		•	
	Ladies of Harley	•	•	•	•
	Life Member Pin & Patch			•	•
	Local Chapter	•	•	•	•
	Membership Card	•	•	•	•
	Mileage Program	•	•	•	•
	Motorcycle Shipping	•	•	•	•
	Rallies / Receptions	•	•	•	•
	Safer Rider Skills	•	•	•	•
	*Ten Year Member Recognition	•	•	•	•

ASSOCIATE LIFE MEMBER

FULL LIFE MEMBER

ASSOCIATE MEMBER

FULL MEMBER

* MUST COMPLETE TEN CONSECUTIVE YEARS OF MEMBERSHIP

EQUIPMENT CHECKLIST

Contact Person				
Equipment/Supplies Needed for This Event	Ordered – Borrowed – Purchased From	Date	Will Be On-Site	Packed

EVENT SUGESTION FORM



a brief description of your	event, including	necessary suppl	es, setup and ru	ıles below

Please mail this form to: **H.O.G. Customer Services Europe**

P.O. BOX 114 Twickenham TW1 1XQ, U.K.



FIELD EVENT REGISTRATION

	1 sheet per event MUST BE A HARLEY-DAVIDSON® MOTORCYCLE	1 shee
	Chapter Event	
H.O.G. Number		H.O.G. Number
Name		Name
Address		Address
Chapter		Chapter

FIELD EVENT REGISTRATION

1 sheet per event MUST BE A HARLEY-DAVIDSON® MOTORCYCLE Chapter Event

Address _		1
		1
Chapter _		1
Field Event Game	nt Game	

One Registration Per Event

One Registration Per Event

Field Event Game

Official Use Only

Judges' Initials

Official Use Only	Judges' Initials
	Place

Place

H.O.G. CHAPTER CHARTER APPLICATION



Official Chapter Information	Secondary Chapter Mailin	_
DEALER NAME		Address is Other
DEALER ADDRESS	(CHECK ONE) Street Address:	
DEALER CITY	Street / tudiess.	
CHAPTER NAME	Internet Address (Optional)):
CHAPTER NUMBER:CHAPTER NAME (LINE 2)	L	
Number of Chapter Members:		
	CHAPTER MEETING INFO	RMATION:
Chapter Bylaws: ☐ Yes ☐ No (CIRCLE ONE) (Attach copy of current Bylaws.)	WEEK: 1st 2nd 3rd 4th	
Incorporated: Yes No (CIRCLE ONE) (Attach copy of Articles of Incorporation.)		
OFFICER LISTING - please PRINT CLEARLY, National H.O.G.	numbers MUST be provided.	(*Indicates required officer.)
	H.O.G. NUMBER	HOME PHONE
* Sponsoring Dealer:		
* Director:		
* Assistant Director:		
* Treasurer:		
* Secretary:		
Activities Officer:		
L.O.H. Officer:		
Road Captain:		
Editor:		
Safety Officer:		
Photographer:		
Historian:		
Membership Officer:		
Webmaster:		
The term of the Chapter's Charter affiliation shall be one an authorized representative of Harley Owners Group. H the charter affiliation at any time during its term upon thi required.	(1) year from the date of accepta arley Owners Group or the Spor	soring Dealer may terminate
I have good the Charter familiar I Charter a	o to opposite to account to the Miles	it and the above
I have read the Charter for Local Chapters and agree information is correct.	e to operate in accordance with	i it and the above
DEALER SIGNATURE:	D/	ATE:
DIRECTOR SIGNATURE:	_	ATE:

MILEAGE PROGRAM / OFFICIAL GUIDELINES



MILEAGE PROGRAM (established January, 1995)

Pins, patches and motorcycle medallions are awarded to H.O.G. members for riding their Harley-Davidson motorcycles. Enrolment forms are available at your local Harley-Davidson dealer or by calling the H.O.G. office.

OFFICIAL GUIDELINES

IMPORTANT

- YOU MUST ENROL IN THE PROGRAM **PRIOR** TO ACCUMULATING MILES/KILOMETERS. MILEAGE ACCUMULATED PRIOR TO ENROLL-MENT IS NOT ELIGIBLE FOR CONSIDERATION.
- PARTICIPATION IS OFFERED EXCLUSIVELY TO ACTIVE
 H.O.G. MEMBERS (FULL AND ASSOCIATE).
- Members may enrol in the H.O.G. Mileage Program by completing an enrolment form. Vehicle identification number and current mileage MUST be indicated on the form at time of enrolment, and all enrolment forms MUST be endorsed by an authorised Harley-Davidson dealer.
- An additional H.O.G. Mileage Program form must be submitted when a vehicle is sold/traded indicating the ending mileage reading for the old vehicle along with the vehicle identification number and starting mileage of the new vehicle.
- For each mileage level, a separate H.O.G. Mileage Program form must be completed, endorsed by an authorised Harley-Davidson dealer and submitted to the H.O.G. office.
- Passengers are also welcome to participate in the H.O.G. Mileage Program. The passenger must also be an active H.O.G. member, and enrolment is to be documented on the SAME form with their sponsoring rider.
- Those listed as a "passenger" on a form, but who are also "riders", may submit a separate enrolment form if they would like to accumulate miles as a "rider". However, mileage accumulated on one vehicle cannot be shared with another rider. (i.e. The same mileage cannot be reported twice for two rider awards.)
- Fly & Ride miles may be credited to your file by submitting a copy of the contract, which indicates mileage accumulated.

- Each Mileage form must document odometer readings and appropriate vehicle identification numbers for all vehicles used to accumulate required mileage for that particular mileage level. (Kilometers should be indicated for those motorcycles using a kilometer odometer).
- A H.O.G. Mileage Program pin and patch will be sent to all H.O.G. members upon enrolment in the program. After enrolment, additional awards can be earned by achievement of the following mileage levels.

MILEAGE/KILOMETER LEVELS FOR H.O.G. MILEAGE AWARDS

MILES	or	KILOMETERS
10,000 mi		16,100 km
25,000 mi		40,250 km
40,000 mi		64.400 km
60,000 mi		96,600 km
80,000 mi		128,800 km
*100,000 mi		*161,000 km
125,000 mi		201,250 km
150,000 mi		241,500 km
175,000 mi		281,750 km
*200,000 mi		*322,000 km
250,000 mi		402,500 km
*300,000 mi		*483,000 km

NOTE:After 300,000, the award levels will remain at 50,000 increments

 Special medallions and rockers, suitable for placement on your Harley-Davidson motorcycle, will be awarded for each 100,000 mile achievement.

NOTE:To convert kilometers to miles, divide kilometers by 1.61 For example, 40,250 kilometers \div 1.61 = 25,000 miles

MILEAGE FORM



NEV	NEW ENROLMENT PARTICIPANTS ONLY – Starting Mileage / Kilometer					Complete Sections I & IV						
Mod	iel				Year	VIN / Serial Number						
	Rider Na n Street	me				H.O.G. N	lumb	er				
	Postcode					City						
	State					Country						
									1			
	Ü	Name				H.O.G. N	lumb	er				
	Street											
	Postcode					City						
	State					Country						
					ROLMENT IS REQUIRED PRIC - Check only ONE LEVEL PER		J M U	LATION OF	MILES / KILC	OMETEI	RS	
Ride	_ _ _	25,000 40,000 60,000 80,000	/ 16,100 km / 40,250 km / 64,400 km / 96,600 km / 128,800 km / 161,000 km		125,000 / 201,250 km 150,000 / 241,500 km 175,000 / 281,750 km 200,000 / 322,000 km 250,000 / 402,500 km 300,000 / 483,000 km	Passenger		10,000 / 1 25,000 / 4 40,000 / 6 60,000 / 9 80,000 / 12 100,000 / 1	0,250 km 4,400 km 6,600 km 28,800 km		10,000 / 16,100 km 150,000 / 241,500 km 175,000 / 281,750 km 200,000 / 322,000 km 250,000 / 402,500 km 300,000 / 483,000 km	
					n Number of all motorcycles us ley-Davidson dealer (Complete		ulate	required mil	eage/kilomete	ers for e	each level MUST be	
Start	SERIAL N ting Mileag SERIAL N	ge / Kiloı				Endir	ng Mi	leage / Kilom	eters			
Start	ting Mileag	ge / Kiloı	meters			Endir	ng Mi	leage / Kilom	eters			
	SERIAL NI ting Mileag					Endir	ng Mi	leage / Kilom	eters			
	WE MUST	T HAVE .			rley-davidson motorcyc	, ,			ning miles /	/ KILON	METERS	
VIN	/ Serial Nu	umber		abour								
	ting Mileag			_								
	rious Harle / Serial Nu		son if sold / tradeo	l:								
	ing Mileag		neters									
IV.	DEALER E	NDORS	ement									
Dea	lership Na	me				Ε	Deale	r Number				
Dea	ler Signatu	ıre					Date				(DD/MM/YY)	
I he	reby certify	y that all	information indic	ated o	on this form is correct.							

H.O.G. COMMUNICATION OPTIONS

INTERNATIONAL FREE/FAXFONE:

INTERNATIONAL TEL/FAX NUMBER:

 Tel: +800 1111 2223 | Fax: +800 7766 5566
 Tel: +44

 EMAIL:
 customerservices@hog-europe.com

 HAIL:
 H.O.G. Customer Services, PO Box 114, TWICKENHAM, TW1 1XQ, UK

 Tel: +44 208 891 9088 | **Fax:** +44 208 843 8770

SAFE RIDER SKILLS PROGRAM



H.O.G. members are eligible for Safe Rider Skills Recognition in the form of a H.O.G. Safe Rider Skills patch and pin upon the successful completion of an approved motorcycle safety rider training course or motorcycle & moped rider training course.

Official guidelines are as follows:

- You must be a current H.O.G. member on the date the course began.
- You must send the proper proof of the completion date of the safety course you took within three months after you have completed the safety course.
- Limited to recognition for one safety course per member annually
- Pin and patch can be obtained by submitting a completed form with a copy of the safety course certificate indicating success-full completion of the course

Additional forms may be obtained from your local dealer or contact your incountry H.O.G. representative. Send completed forms to:

H.O.G. COMMUNICATION OPTIONS

International Free/faxfone:

Tel: +800 1111 2223 | Fax: +800 7766 5566

International Tel/Fax number:

Tel: +44 208 891 9088 | Fax: +44 208 843 8770

Opening Times:

UK Time European Time Days

8am - 6pm 9am - 7pm Monday - Friday

9am - 3pm 10am - 4pm Saturday

Email: customerservices@hog-europe.com

Mail: H.O.G. Customer Services, PO Box 114, TWICKENHAM, TW1 1XQ, UK

After a minimum of 12 members from one chapter successfully complete an approved rider training course in the calendar year and have submitted their individual certificates to H.O.G., a laser-engraved Safe Rider Skills Chapter Plague will be sent to the sponsoring dealer. Please be sure to fill out the chapter information on this form if you are a member of a local H.O.G. Chapter.

Name	H.O.G. Number
Street	
Postcode	City
State	Country
Course Name	
Course Location	
Course Dates: From To To	_
If you are a current member of a local H.O.G. Chapter, please fill in	
Chapter Name	
Chapter Number	



Injury Report Form



MAIL OR FAX COMPLETED FORM To

H.O.G. Customer Services Europe P.O. Box 114, Twickenham, TW1 1XQ,UK Fax: + 44 1865 398747

Chapter Na	me:								
Reporting C	hapter Officer	Name:							
	lress:								
Best time to call:									
Chapter Ins	ıry:								
						,	,		
,	, 0	, ,							
Names, add	lresses, teleph	one numbers	s of persons wh	no saw incide	nt. Attach ex	ktra sheets if n	ecessary.		
\		A		+ :6					
vvnen, wne	re, now injury	occurred. A	ittach a separat	e sneet it nee	cessary				
	 								
Type of Inju	ry. Check app	ropriate Box	es						
Fatal	Head	Neck	Back/Spine	Arms	Legs	Internal	Amputation	Other	
						Injuries			
Namo addi	oss phono nu	umbar of par	son(s) having pi	ictures of acc	ident scene				
Name, addi	ess, priorie nu	imber or per	son(s) naving pi	ictures or acc	ident scene:				
Name, addr	ess, phone nu	ımber of resp	onding police	department	and complai	nt #:			

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

Judges Evaluation Sheet

CLASS NUMBER LICENSE NUMBER TOTAL POINTS

Overall design and	finish	quality.
--------------------	--------	----------

1	2	3	4	5	6	7	8	9	10

PLATING/POLISHING:

Finish quality, etching and balance of components.

1 2 3 4 5 6 7 8 9

SEAT:

Style, comfort, materials and other upholstered components.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

ENGINEERING:

Innovation, safety, performance, handling and braking.

1 2 3 4	4 5 6	7 8	9 10
---------	-------	-----	------

STREET FUNCTION:

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

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	1 <i>7</i>	18	19	20
21	22	23	24	25	26	27	28	29	30

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

STYLE:

Overall impression of vehicle, balance of components and finishes.

	_									
1	•) :	. /			5	7 5	₹ (.) 1	()
		_	, –	г .	, (,	/ (, .	, ,	

PRO CLASS ONLY CLASS # 12 &13:

1	2	3	4	5	6	7	8	9	10

ANTIQUE CLASS:

Judged exclusively on their original or restored to original merit.

1	2	3	4	5	6	7	8	9	10

U.S. Examples

Letter of Agreement

(Charitable Endeavors ONLY)

THIS AGREEMENT MADE AND ENTERED BETWEEN:

(H.O.G. Chapter Name, Number and Address) hereinafter, the "Chapter," and
(Name of Charity and Address) hereinafter, the "Charity."
WHEREAS:
Chapter wishes to engage in fond raising activity (the "Event") for and on behalf of Charity, and Charity desires that Chapter undertake the Event for and on behalf of Charily,
IT IS AGREED THAT:
Chapter will undertake the following described Event:
The Event will occur on the following dates:
Any use of trademarks, trade names and logos (the "Marks") of Harley-Davidson Motor Company and H.O.G. in connection with the Event are subject to the prior approval of H.O.G., which approval, if granted at the sole discretion of H.O.G., shall constitute a limited license to use the Marks solely in connection with the promotion and conduct of the Event.
The receipts generated by the Event shall be the sole property of the Charily.
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:

(Date)

(Signature and Title)

NOTES ACTION Record: meeting date, start/end time, names of Record: the person responsible for each agreed upon action and the target date for each action those present. For each agenda topic, record major points, discussed, all decisions reached, and agreed upon actions, next meeting topics, date/time, location, pre-work.

U.K. EXAMPLE





MINOR'S ASSUMPTION OF RISK ACKNOWLEDGMENT

Naı	me of EVENT(S):		Date:							
Loc	cation:		,United Kingdom							
and	d/or enter into restricted areas. I	understand that I am assumi	CTIVITIES conducted over the course of the above EVENT(S) am assuming all of the risks of personal injury which might occu							
	areas established in connection v	with the EVENT ACTIVITIES	the EVENT ACTIVITIES and/or enter into restricted. I will inspect the area and equipment and if, at any and refuse to participate further in the EVENT							
			IGEROUS AND INVOLVE RISKS AND DANGERS OF ALYZED OR KILLED.							
	participating in the EVENT ACTI	VITIES, the rules of the EVE	vn actions or inaction, the action or inaction of others NT ACTIVITIES , the condition and layout of the ing those persons responsible for conducting the							
	ave read the above assumi D sign it voluntarily.	PTION OF RISK ACKNOWL	EDGMENT, UNDERSTAND WHAT I HAVE READ,							
	tained my parent's consent to participate in the for enter into restricted areas. I understand that ing the EVENT ACTIVITIES and I state the followareas established in connection with the EVENT ime, I feel anything to be unsafe, I will immedia activities. understand that the EVENT ACTIVITIES MAY BEING SERIOUSLY INJURED OR HURT, MY know that these risks and dangers may be caus participating in the EVENT ACTIVITIES, the rule or or of the series and equipment, or the negligence of activities. WE READ THE ABOVE ASSUMPTION OF RISK and Contents are the series and the series and equipment.		DATE							
	PRINTED NAME OF MINOR	PARTICIPANT	AGE							
	WITNESS		PRINTED NAME OF WITNESS							

OBSERVATION RUN FORM

DDRESS	
HONE NUMBER	H.O.G. NUMBER
his form must be returned by	_A.MP.M. Chapter Name (Time)
HIS IS NOT A TIMED RUN!	
UESTIONS 5 POINTS EACH	MILEAGE/KILOMETERS DIRECTIONS
·	
2	
3	
7	
3	
)	
)	

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OFFICER/SECONDARY CHAPTER MAILING ADDRESS CHANGE FORM



	Secondary Chapter Mailing Address Complete only if address is changing
	☐ Address is Director's ☐ Address is Other
Chapter Number	P.O. Box:
Chapter Number	
Complete only for the officers who are being	ng added or changed
	H.O.G. NUMBER HOME PHONE
Director:	
Assistant Director:	
Treasurer:	
Secretary:	
Activities Officer:	
L.O.H. Officer:	
Road Captain:	
Editor:	
Safety Officer:	
Photographer:	
Historian:	
Membership Officer:	
Webmaster:	
If you have read the Annual Charter for H above changes are correct, sign below	.O.G.® Chapters and agree to operate in accordance with it and the
DEALER SIGNATURE:	DATE:
DIRECTOR SIGNATURE:	DATE:

OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:



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

(Each rally participant is entitled to ONE vote)

OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:

My Choice for Best in Show Is:

People's Choice Award



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

favorite and write that number

in the box above.

Please select one bike as your

(Each rally participant is entitled to ONE vote)

(Each rally participant is entitled to ONE vote)

OFFICIAL BALLOT

OFFICIAL BALLOT

People's Choice Award

My Choice for Best in Show Is:

My Choice for Best in Show Is:

People's Choice Award



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

favorite and write that number

in the box above.

Please select one bike as your

(Each rally participant is entitled to ONE vote)

(Each rally participant is entitled to ONE vote)

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)

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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:

		,	-	lges are ime: _										
Please Addre														
										nber				
	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAL HAND
Y														
\														

Possible Poker Hands

- Straight Flush
 Four of a Kind
- 3. Full House
- 4. Flush
- 5. Straight
- 6. Three of a Kind
- 7 Two Pairs8. One Pair
- 9. No Pair, less than above

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TALLY SHEET





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

		. ,	•						,		face up an iden			
									•	•	nust pre is draw		ne	
4. All	decisio	ons by	the jud	dges are	e FINA	L!								
 Please	PRIN	T Nam	ne:											
Addre														
H.O.C	. Nun	nber						Pho	ne Nui	nber				
Chapt	er													
	2	3	4	5	6	7	8	9	10	JACK	QUEEN	KING	ACE	TOTAI HAND
Y														
														
				<u> </u>		Possib	le Poke	⊥ r Hands						Ш

5. Straight

6. Three of a Kind

7 Two Pairs

8. One Pair

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3. Full House

4. Flush

Straight Flush
 Four of a Kind

9. No Pair, less than above



RIDE-IN SHOW ENTRY SHEET

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

Event		
Class Number	License Number	
Year/Model		
Owner	H.O.G. Number	
Address		
Chapter		
	Official Use Only	
• Doint		
• Plating/Polishing		
Engineering		
Street Function		
• Seat		
• Style		
Total Points	Judges' Initials	
Comments:		

RIDE-IN SHOW ENTRY SHEET

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

Dates	erLicense Number	H.O.G. Number		Official Use Only		Plating/Polishing	ing inction		Total Points Judges' Initials	7.6	
Event	Class Number Year/Model	Owner Address	Chapter		• Paint	• Plating/F	Street Function	• Seat	<u> </u>	Comments:	
Dates	License Number	H.O.G. Number		Official Use Only					Judges' Initials		
				Offi		lishing	ıg ıction		d Points		



Ride-In Show Participants Information Sheet

Description:

Participants enter their bikes in the show to be judged.

Awards:

First Place, and two Runner-Up awards for each class. And one Best Use of H-D P&A award.

Rules:

- Bike must be ridden past the registration table.
- Participants must place their bike into the class indicated by the H-D Judges (one class per bike).
- Participant's bike must stay in the show until after the awards finalist ribbons have been placed.
- Finalist must stage their motorcycles as instructed for plaque presentation.
- All decisions by the Judges are final.
- Judging will be based on points from the participants and H-D Judges.



CLASSES

- 1. **Antique:** Models that are 20 years or older.
- 2. **Big Twin Radical Custom:** Models that are rubber or rigid mount with structurally (geometrically) modified frames.
- 3. **Big Twin Rigid Mount:** Models with stock frames.
- 4. **Big Twin Rubber Mount:** Models with stock frames.
- 5. **Full Dresser:** Models with fairing, saddlebags, tour-pack and windshield.
- 6. **LOH Big Twin:** Models that are rubber or rigid mount with stock frames.
- 7. **LOH Sportster:** Models with stock frames.
- 8. **Shovelhead:** Models with stock frames.
- 9. **Sidecar:** H-D models only.
- 10. **Sportster:** Models with stock frames.
- 11. **Sport Touring:** Models with touring gear and windshield.
- 12. **Buell:** All models
- 13. **Trikes:** H-D engine
- 14. **Show Custom:** Models with rubber or rigid mount with stock frames.
- 15. **Pro Custom:** Models that are rubber or rigid mount with modified H-D engine, crankcase, structurally (geometrically) modified frames and cannot be a production motorcycle.

Classes 14 & 15 are designed for vehicles where emphasis on customization is at a higher level for wheels, sheet metal, brakes and upholstery.

Special Award: Best use of H-D P&A —-First Place Only.

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

STAFF VOLUNTEER SIGN-UP



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

	Volunteer	H.O.G. Number	Phone Number
1			
 15			

PROPOSED RALLY BUDGET FORM



Can be used for proposed budget and final financial report

Rally Name		Location	Dates	
Income			Amount	_
Beginning Balance				
		Per Person		
		Per Person		
Rally Product Income (Exces				
50/50 Income (where legal).				
Poker Run (Buying Extra Car	ds)			
Vendor Fees				
Other Miscellaneous Income	2			
				_
Expenses			Amount	
Souvenir Pins		Per Pin		
Souvenir Shirts	@			
Bandannas	@	Per Bandanna		
Souvenir Patches	@	Per Patch		
H.O.G. Tags	@	Per Tag		
Other	@	Per Item		
Other	@	Per Item		
Other	@	Per Item		
Other	@	Per Item		
Rally Site Fees (Rental/Porta-	Johns,etc	.)		
Entertainment				
Insurance/Bonding				
Legal/Professional Fees				
Annual Corporation Costs (c	•			
Awards/Prizes/Trophies				Total Income
Printing (i.e., pre-registration				
Postage (i.e., pre-registration				<u></u>
Committee Expenses (i.e., te	-	-		Total expenses
Cleanup (during/after event)				
Other Miscellaneous Expens	es			<u></u>
				NET INCOME

Note: Total anticipated expenses should be divided by the number of anticipated rally attendees in order to determine the fee per person you must charge. Final budget at end of rally must include copy of check register.

Make a copy of this form. Keep one copy and mail or fax a copy to your H.O.G. Manager

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