



# **Road Captain Manual**

## **Guidelines**

**Thunder Mountain**

**Chapter**

**HOG 411**

**Loveland, Co**



# Road Captain's Manual

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## 1. Objectives

The Mission of our Chapter is to Ride & Have Fun. The Road Captain plays a critical role in accomplishing this mission by making every effort to assist with the safety of our members and guests on Chapter rides.

As Road Captain, you have three basic objectives:

1. Assist with the safety and welfare of all individuals within the group, and any surrounding motorists or pedestrians.
2. Lead the group to its destination in a well-organized, disciplined, and safe manner.
3. Avoid hazardous situations.

## 2. Road Captain Responsibilities

The Head Road Captain will maintain a roster of Qualified and Proficient Road Captains and will designate mentors to aid in training and recruiting new Road Captain Candidates. The Road Captains and Candidates will meet with the Primary Officers during the month of December to plan the ride calendar for the upcoming riding season. Additionally, Road Captains and Candidates will usually meet quarterly (or at least semi-annually) with the Head Road Captain to discuss any necessary ride calendar adjustments and general Chapter related business. It is expressly noted that Road Captains share no responsibility or liability for actions of others that may be deemed irresponsible or occur due to inadequate rider skills

**2.1. Road Captain** - A Road Captain must be Qualified and Proficient to lead a Chapter Ride and:

1. Is responsible for planning the ride including, the route, ride level, destination, and other pertinent information.
2. Is expected to lead a group of riders in a safe manner until the final destination has been reached.
3. Will execute his or her best judgment in situations not specifically covered in these guidelines.
4. Will assign a Sweep, and Sweep selection should be made from Road Captains participating in the ride. If no other Road Captains are available, the sweep shall be selected at the discretion of the Road Captain.
5. Will conduct the pre-ride briefing for all riders.
6. May change the route as actual road and/or weather conditions dictate, or may cancel the ride when necessary.
7. Will instruct any rider to ride in a specific position within the group, or to leave the group entirely for reasons of misconduct, disorderly or unsafe riding, or for faulty and unsafe equipment, or any reason deemed necessary by Road Captain.
8. Should assure that a first aid kit and basic tool kit is available for the ride.
9. HOG 411's alcohol policy will be enforced.



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9. Should bring a list of Road Captains numbers and a cell phone to stay in touch with the other Road Captains and to call 911.
10. Will ask who on the ride is First-Aid and CPR qualified.
11. Will lead at a pace that is appropriate for the riding abilities of the group, obeying all traffic laws.
12. Must help Plan, Brief & Lead 1 ride; and Lead or Sweep 2: (3 total rides) within a riding season to maintain their proficiency as Road Captain. In the event these requirements are not met, the Road Captain must regain their proficiency by planning, briefing and leading a ride while being evaluated by a current qualified and proficient Road Captain.
13. Any Road Captain failing to meet the minimum requirements in a given calendar year will be moved to the inactive roster. Extenuating circumstances may grant exceptions to this rule.
14. As soon as practical, following an accident/incident, the Road Captain shall notify the Head Road Captain, Director, and Assistant Director of the circumstances of the event.

## 2.2. Sweep

1. Will be observant of any hazardous conditions or conduct, take immediate corrective action as appropriate, and inform the Road Captain at the earliest safe opportunity.
2. In the event the group becomes split and in the absence of a Road Captain, the Sweep will use his or her best judgment to determine in which position (Lead or Sweep) to ride. Consideration will be given to the experience of the group:
  - a. is someone else available that can assume either position,
  - b. how safely the Sweep could move into the Lead position,
  - c. how far apart the two groups are, and
  - d. how long it would be before they could rejoin.
3. Will carry a well-stocked first aid kit to the ride (*see special note on page 5*)
4. Will carry a well-stocked tool kit to the ride, (*see special note on page 5*)
5. Will carry a cell phone to stay in touch with the other Road Captains and to call 911.

## 3. Road Captain Safety Equipment

### 3.1. First Aid Kit

All Road Captains should carry a well-stocked first aid kit. The Chapter will provide the kit if the Road Captain does not have his own. Kits provided by the Chapter will be signed out to a qualified Road Captains and will be inventoried at Road Captain's meetings or at the discretion of the Head Road Captain.



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## 3.2. Tool Kit

Although Road Captains are not mechanics, all Road Captains should carry a basic tool kit to assist others who may need to make minor repairs. A recommended tool kit includes the following: assorted hex head wrenches, assorted torx head wrenches, flat head & Phillips screwdrivers, pliers, electrical tape, and zip ties.

## 3.3. Communication Kit

Clear and precise communication is critical during the pre-ride briefing as well during any critical incident. The communication kit shall contain, but is not limited to, the following information and documents.

1. The Pre-Ride checklist and ride evaluation criteria form
2. Accident report forms
3. Disposable camera (*digital, if available*)
4. List of Road Captains Cellular Telephone Numbers
5. The HOG Road Road-Side Assistance Number (888-443-5896)

**Special Note:** Sections 2 and 3 of this manual set forth the recommendation for the Road Captains and Sweeps to carry specific equipment on official Chapter rides (i.e. Tool kit, First-Aid kit, & Communication kit). In the event the motorcycle of either a Road Captain, Sweep, or both is not equipped with saddlebags or other devices capable of carrying this equipment, the Road Captain leading the ride will use their best judgment in an attempt to accommodate this recommendation.

## 4. Meeting Place & Time

The Road Captain will determine the meeting place and time for each ride. Local rides will normally meet and depart from Thunder Mountain Harley. All of the Road Captains for each ride will meet at least 30 minutes prior to the ride to discuss ride specifics. Any Chapter member(s) can request rides; however, it is the responsibility of a Road Captain to facilitate and coordinate all aspects of rides.

Local rides with multiple groups going to the same location should use the same route used by the planning Road Captain. The planning Road Captain will establish the appropriate departure times for each group to assure the integrity of the smaller group concept, which is consistent with established safety protocols (written or unwritten).

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Out of town overnight trips can have more than one ride plan, which may involve multiple Road Captains going to the same final destination. Overnight ride meeting locations will be pre-determined by the Road Captain planning the ride. Each Road Captain will lead their group as one ride and will play an integral role with the ride planning and related pertinent information for their ride.

## 5. Pre-ride Briefing

Prior to each ride, the Road Captain will conduct a briefing for the entire group. During this briefing the Road Captain will review the route to the final destination, planned stops as applicable, procedure for return ride (i.e. on your own, organized groups, and routes home if needed) and if necessary, break the riders into groups for safety. Road Captains and Sweeps will be identified for each group by bringing their motorcycle with to the briefing, or by other methods defined by the Chapter Officers. The Road Captain shall conduct the pre-ride brief utilizing the briefing sheet. The briefing should be done as expeditiously as possible. The following talking points should be covered prior to every ride.

1. Staggered Riding - 1 sec interval minimum, alternating lane positions.
2. Stop Signs - double up, proceed through as pairs and then return to normal staggered formation.
3. Stop Lights - stop if the light turns red, regardless of your position in the group. Proceed on green when the way is clear.
4. **Lane Changes** - pass signal back, each rider is ultimately responsible for their own safety. If possible, on multiple lane highways, the Sweep should secure the lane.
5. **Passing traffic** - single up while passing, use your own judgment. The Road Captain in the passing lane indicates no oncoming traffic. Return to your own lane and proper formation as soon as possible.

Warning: Passing may only be done where legal to do so!

6. **Hand Signals** (Basic Signals are list on pages 9-11)
  - a. Single file
  - b. Staggered
  - c. Reorient staggered formation
  - d. Slow down
  - e. Speed up
  - f. Left turn
  - g. Right turn
  - h. Obstacle left
  - i. Obstacle right
  - j. Pull over

Pass these signals back!

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## 7. Accident or Breakdown Procedure

### The Sweep

The Sweep, along with a witness, will stop to assess the situation and/or:

- 1) Ensure all other riders continue with the planned route,
- 2) Direct traffic away from incident/accident and administer first aid to any injured parties,
- 3) Call 911 if necessary,
- 4) Remain with the disabled vehicle to provide any needed assistance as long as necessary, and
- 5) You may be asked to coordinate the transport of the vehicle to a repair facility and assist the rider with necessary transportation if able.

### The Road Captain

- 1) Will continue to either the next planned stop, or to a safe location that will accommodate the remainder of the group.
- 2) Contact the Sweep and obtain the information regarding the accident/breakdown.
- 3) Determine what action to take after discussing the situation over with the Sweep.

### **8. Return route way home - The Road Captain will:**

- 1) Reiterate safety as discussed during initial briefing,
- 2) Verify that riders are familiar with their return route, and
- 3) Lead the return group ride when necessary.

## 6. Riding Formations

The basic formation for Chapter rides is normally the staggered formation. Environmental conditions will dictate when the Road Captain places the group in a single file formation.

Environmental considerations may include, but are not limited to:

1. Road width
2. Presence of frequent or tight curves (the twisties)
3. Road conditions (construction, sand or gravel, potholes, etc.)
4. Weather

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## 7. Hand Signals

Hand signals will be used to maneuver the group, change formation or point out hazards.

Hand signals should be given in a timely manner. Not so early that they are meaningless, and not so late that they become unnecessary.

Normally, the Road Captain will initiate all hand signals with the exception of pointing out hazards. Any rider in the group, in any position, upon becoming ware of a hazard, should point out the hazard to all riders that follow.

When the Road Captain issues a hand signal, he or she shall hold the hand signal for sufficient time to alert the riders behind the Road Captain of an important instruction/notification. Each subsequent rider will maintain the hand signal until the rider behind acknowledges receipt by also performing the hand signal. The Sweep will perform the hand signal to acknowledge receipt to the rider in front of the Sweep.

***CAUTION: DO NOT MAINTAIN OR PERFORM ANY HAND SIGNAL IF SAFETY REQUIRES TWO HANDS ON YOUR HANDLEBARS***

## 8. Road Captain Candidates

Candidate Prerequisites:

1. Obtain the approval of the Head Road Captain and possess a valid operator's permit with motorcycle endorsement.
2. Attend Group Rider Orientation and Road Captain Training administered by the Head Road Captain or Senior Road Captain.
3. Road Captain candidates must be a member for a minimum of 1 year.

## 9. Annual Review

On an annual basis, the Head Road Captain and Senior Road Captains will review this manual for possible revisions and updates. The Head Road Captain or designee will solicit comments and/or concerns from the Primary Officers and the Dealer Sponsor before any final revisions are implemented.