

Speedway HOG Chapter #3399

Road Captain

Manual



September 2016

Introduction

Speedway HOG Chapter ("Chapter") goals are to "ride and have fun" with our fellow Chapter members. But, we also want and need to be safe during our Chapter rides. In order to accomplish our goals, the Chapter needs to be organized and have appropriate and qualified leadership during Chapter rides. For this leadership, the Chapter relies on its Road Captains.

Being a Road Captain is one of the most important roles in the Chapter. There are many significant responsibilities associated with being a Road Captain. This manual provides the duties and responsibilities of a Speedway HOG Chapter Road Captain and also provides information as to becoming a Road Captain.

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Road Captain General Duties:

As a member of the Road Captain team, you will share the following responsibilities for the duration of each ride that you help.

- Provide a safe and enjoyable ride for all riders in the group
- Mentor less experienced riders through education and training
- Promote a safe relationship between the group and all other motorists
- Ensure compliance with all traffic laws
- Lead the group to its destination in an organized, safe and disciplined manner
- Provide assistance to any group rider, e.g., mechanical issues or first aid
- Demonstrate maturity with a "lead by example" attitude

Head Road Captain

The Head Road Captain is an elected position filled by a majority vote of the Chapter's primary officers. This position is not necessarily the lead rider for Chapter rides. The primary responsibilities are:

- Maintain communication with the Chapter's officers and particularly the Activities and Safety Officers
- Assist in coordinating Chapter events
- Assist in planning the routes for group rides
- Organize the Road Captain team
- Conduct and moderate periodic Road Captain meetings
- Implement and enforce road and personal conduct rules decided during Road Captain or Primary Officers meetings
- Ensure Road Captains are properly trained to lead, assist or sweep rides
- Provide training to Chapter members who desire to become a Road Captain

Becoming a Road Captain

Prerequisites – A Road Captain candidate ("Candidate") must satisfy the following requirements before commencing training:

- Maintain a valid driver's license with a motorcycle endorsement
- Maintain insurance covering motorcycle liability
- Maintain membership in good standing with National HOG
- Maintain membership in good standing with the Chapter
- Demonstrated significant commitment to the Chapter

Training - A Candidate must lead a Chapter ride and must sweep a Chapter ride. The Road Captain who attended either ride must certify to the Head Road Captain that the Candidate is qualified to lead, assist or sweep a ride.

Note: Chapter members who were Road Captain at a different HOG chapter may be exempt from the above training at the discretion of the Head Road Captain and Chapter primary officers.

Nomination - Upon completion of the Candidate's training to the satisfaction of the Head Road Captain, the Head Road Captain shall nominate to the Chapter's primary officer that the Candidate become a Road Captain. A majority of the Chapter's primary officers must approve the nomination of the Candidate.

Road Captain Roles During a Ride

There are three basic roles on the Road Captain team during each Chapter ride and each role has its own set of responsibilities. Each Road Captain team member on a Chapter ride must be able to accept any of the roles as needed for the ride they participate and should carry cell phone, basic tools, and first aid kit. The three roles on each Chapter ride are:

- Lead Road Captain
- Assistant Road Captain
- Sweep Road Captain

Road Responsibilities/Rules

Lead Road Captain - Different Road Captains will lead Chapter rides ("Lead Road Captain"). The Lead Road Captain primary responsibilities are:

- Preplan the route for each ride including gas and rest stops
- Provide a detailed route plan to the Assistant and Sweep Road Captains
- Conduct a pre-ride safety briefing for all group riders
- Ensure all ride participants, including passengers sign the attendance sheet and, for non-Chapter riders, waiver forms
- May assign ride positions for less experienced riders, or assign an Assistant Road Captain to "buddy up" with a less experienced rider
- May refuse participation to riders who are impaired, unruly, unequipped for the ride, riding an unsafe motorcycle, non-Chapter members refusing to sign the waiver, or for any unsafe or unlawful activity
- Lead the group ride in a safe, lawful, and organized manner
- In charge of the group ride until reaching the final destination

Assistant Road Captains - Road Captains who assist the Lead Road Captain on a Chapter ride are assistant Road Captains ("Assistant Road Captain"). In larger groups there should be multiple Assistant Road Captains. They are positioned appropriately throughout the group during rides. The Assistant Road Captain primary responsibilities are:

- Assist the Lead Road Captain as needed and assigned
- Know the route and be familiar with road conditions
- Be observant and inform all Road Captains on the ride of circumstances that could affect the safety and outcome of the ride
- Take over as the Lead Road Captain in the event he/she becomes unable to continue
- Take over as Lead Road Captain in the event the group gets split in traffic and until able to rejoin as a group

Sweep Road Captain - The Road Captain who is the last rider in the group during Chapter rides ("Sweep Road Captain"). In larger groups, there could be more than one Sweep Road Captain. The Sweep Road Captain primary responsibilities are:

- Assist the Lead Road Captain as needed and assigned
- Know the route and be familiar with road conditions
- Be observant and inform all Road Captains on the ride of circumstances that could affect the safety and outcome of the ride
- Assist the Lead Road Captain by clearing the target lane for lane changes
- Take over as Lead Road Captain in the event the group gets split in traffic and until able to rejoin as a group
- Leave the group ride to assist any rider with emergency needs such as a mechanical or medical issues

Ride Meeting Place and Time

The Road Captains who are working a Chapter ride will meet at the Chapter rider starting location 30 minutes prior to departure. During this time they will:

- Review the ride route with each other
- Receive ride position assignments from the Lead Road Captain
- Greet ride participants as they arrive
- Distribute ride route instruction sheets to riders as needed
- Circulate the attendance sheet and waivers for riders to sign in
- The Lead Road Captain will conduct the pre-ride safety briefing

Pre-Ride Safety Briefing

A few minutes prior to departure of each Chapter ride, the Lead Road Captain will conduct a safety briefing for all riders and passengers. The objective of the safety briefing is to:

- Introduce the Road Captains to the group riders
- Review the ride route
- Provide information about gas and rest stops along the way
- Discuss expected hazardous road conditions
- Discuss expected traffic conditions
- Discuss expected weather conditions
- Give preliminary instructions for roadway emergencies such as break down or rider illness
- Review riding formations
- Review and stress the use of basic hand signals
- Assign rider positions as needed
- Ensure all riders sign the sign-in ride sheet and obtain any waivers

Hand Signals

Hand signals are used for the safety of the riders and, in many instances, to alert other motorists of the group's intent to move about in traffic. Proper electric turn signals are to be used in conjunction with hand signals when it is appropriate to do so. The signals should be given in a timely manner, not so early that they are meaningless, and not so late that they are no longer necessary.

Hand signals are generally initiated by the Lead Road Captain and then subsequently passed back by all other riders in the group. They are to be used by all riders in the group unless giving a signal becomes dangerous or uncomfortable for the rider. If traffic conditions permit, the Lead Road Captain will observe whether the other riders are passing the hand signals.

If a road hazard exists all the Road Captains should point it out by giving the appropriate signal, all other riders may (and should) give the appropriate signal for the safety of the following riders.

BASIC MOTORCYCLE HAND SIGNALS



SINGLE FILE



RIGHT TURN
RIGHT LANE CHANGE **LEFT LANE CHANGE**
Open hand or closed fist.



LEFT TURN
Open hand or point finger



TWO UP
DOUBLE FILE



SLOW DOWN
Move hand up and down.



STOP



STAGGARD



HAZARD IN ROAD
Point left or right.
May use foot to point.



PIT STOP
NEED GAS
Point at gas tank.



COP AHEAD
POLICE OFFICER NEARBY
Pat helmet with hand.

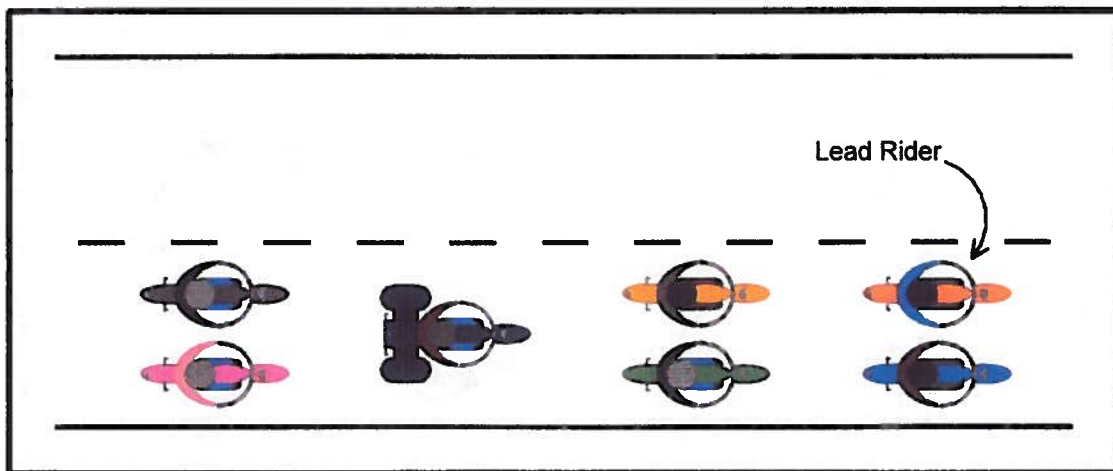
**THESE ARE THE BASIC SIGNALS
WE USE BY OUR CHAPTER.**

Riding Formations

Different conditions require different group riding formations. The Chapter uses the following three basic riding formations.

Two Up

When staging for departure the riders should form a double line. This two up formation may not be possible at all times if there are any trikes in the group. Trikes, motorcycles with sidecars, and other three-wheel vehicles should assume the center of the lane alone.



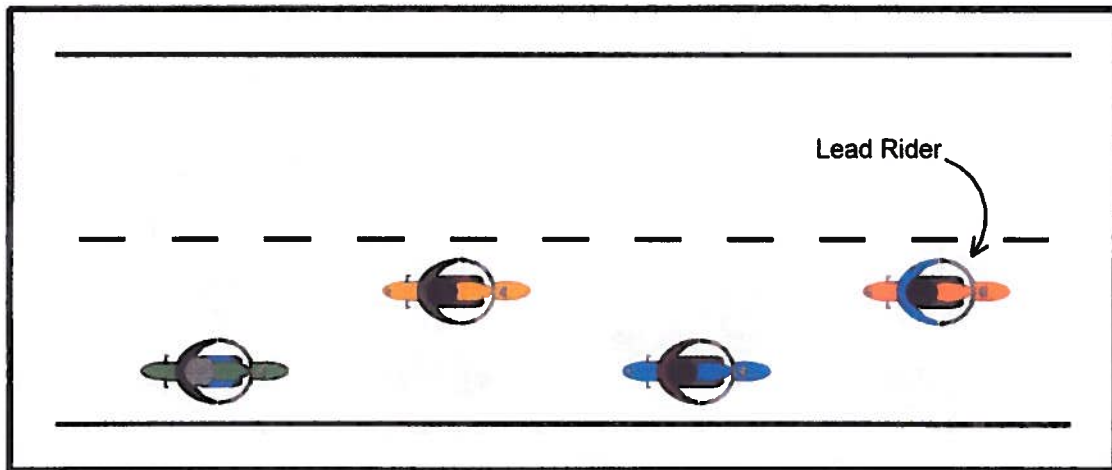
Riders should always maintain at least a two-second spacing behind the rider directly in front of them.

Two up formation is useful in keeping the group together through signal-controlled intersections in city traffic.

Staggered

When the speed of the group reaches about 20 mph the riders should automatically transition into a staggered formation. If the speed is likely to continue at a higher rate the Road Captain may elect to give the hand signal for staggered formation.

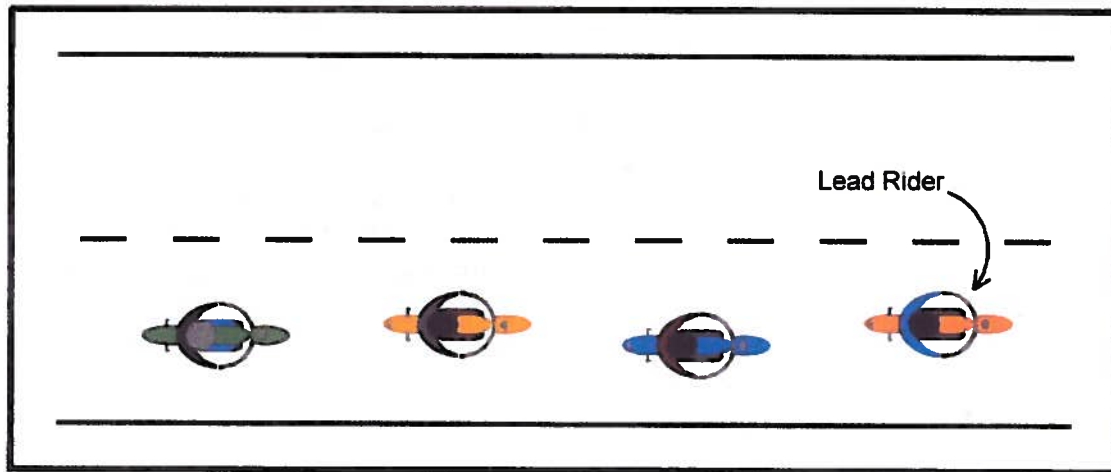
Staggered formation is the standard formation for most general group riding. It gives riders the best view of the road ahead as well as the riders in front of them. All riders should refrain from pulling along side another rider at the higher speeds because it would restrict the ability to swerve as needed to avoid road hazards.



The Lead Road Captain (or lead rider) should assume the left side of the lane. Rider number two should assume the right side of the lane about one second behind the Lead Road Captain (or lead rider). The number three rider should be in the left side of the lane about two seconds behind the Lead Road Captain (or lead rider). The number four rider should be in the right side of the lane about two seconds behind the number two rider. This "odd to the left" and "even to the right" pattern should continue to the last rider of the group. As the group speed increases so does the spacing between the riders.

Single File

From time to time the group may encounter road or traffic conditions that make it difficult or dangerous to maintain a two up or staggered formation. Narrow winding roads and construction can make it necessary to ride single file. The Lead Road Captain will give the single file signal.



That does not mean that all riders must stay in the middle of the lane. Single file riding means that the entire lane is yours to ride left, center, or right, as you need for safe maneuvering.

When transitioning into single file formation, riders may need to slow down in order to maintain the two-second spacing between themselves. When transitioning back into staggered or two up formation they may need to gradually speed up to establish the two-second spacing.

All riders should follow these common sense guidelines for riding formations unless otherwise directed, by use of appropriate hand signals, from the Road Captain team.

Traffic Lanes

As much as possible, the group will occupy a single lane of traffic. The Lead Road Captain will select the appropriate lane based on multiple factors. Some of the factors are:

- Traffic congestion
- Direction from a traffic officer or flagman
- Merging lanes
- Roadway conditions
- Entering or exiting highways

In normal highway riding, with three or more lanes of traffic in one direction, it is usually best to avoid the far right lane and the far left lane. In the far right lane you will likely have to contend with other vehicles entering and exiting the roadway. In the far left lane you may find that you are blocking vehicles traveling at higher speeds. Remember, that we adhere to the legal posted speed limit in our group rides.

Lane Changes

The Lead Road Captain will decide when it is necessary to change lanes. Lane changes should be executed well in advance of when they are needed. Frequent and sudden lane changes should be avoided as much as possible. Lane changes should be initiated by the appropriate hand signal from the Lead Road Captain in conjunction with the proper electric turn signal. All other riders should give the same signals as soon as they can do so safely.

In Ideal Conditions

Upon seeing the signals for the lane change, the Sweep Road Captain should give the same signals and then, as soon as it is safe to do so, clear the target lane by moving into the center of that lane. The intent of this maneuver is to prevent other motorists from blocking the other riders' ability to change lanes. Once the Sweep Road Captain clears the target lane, the Lead Road Captain shall move into the target lane and the following riders do not move into the target lane until the rider in front of him/her has moved into that lane. Once the group has completed the lane change the Sweep Road Captain will resume the appropriate position in the lane.

In Less Than Ideal Conditions

At times, it may not be possible or practical for the entire group to stay together when changing lanes. Keep in mind that at highway speeds 15 motorcycles will occupy at least 1/4 mile of roadway. It might be necessary for some riders to change lanes in front of another vehicle while others go behind.

In those traffic situations, the Lead Road Captain may need to initiate and enter the target lane before the Sweep Road Captain could clear the target lane. In such cases the Lead Road Captain should give the appropriate signals (hand and electronic) and then begin changing lanes when safe to do so. All other riders should then follow the Road Captain as soon as it is safe to proceed.

Split Riding Groups

It is possible, and very likely, that at some point during a ride, the group will split into two or more smaller groups. Traffic control signals and other merging vehicles generally cause the group to split up. This is more likely to occur if the group is larger rather than smaller. It is important not to get upset or frustrated when this happens. And it is not necessary to split lanes or make any dangerous or unlawful maneuvers in order to catch up or avoid being split.

The Lead Road Captain may, if and when safe and legal to do so, direct his or her group to slow down or pull over and stop, allowing the trailing group(s) to catch up.

If the group consists of many riders, the Road Captain team may divide it into two or more smaller groups at the beginning of the ride. Each group will have its own Road Captain team. Smaller groups are easier to lead and to keep together on the road.

Passing

From time to time, it may become necessary to move into the lane of opposing traffic to pass a slow moving vehicle or to avoid road hazards (generally, on highways). It is vital that passing only be done where it is legal and when safe to do so.

When the Lead Road Captain determines it is legal and there is sufficient room for the group to safely pass, he/she will indicate the intent to pass by the use of appropriate hand and electric turn signals. The group riders shall then follow the Lane Change the lane change procedures. If on the highway, the Lead Road Captain shall ensure that there is enough space for 5 or 6 bikes after passing the slower moving vehicle before moving back into the target lane. Once the Lead Road Captain is in the Target Lane, he/she will gradually accelerate his speed (but not more than 5 mph over the speed limit) to provide more space for all trailing bikes to safely enter the target lane.

If there are numerous motorcycles in the group the passing maneuver should be done in groups lead by the Assistant Road Captains.

Moving into the lane of opposing traffic to pass slower vehicles can be very dangerous and should be done only when necessary. If it is necessary to pass a slower vehicle, then each rider in the group should not pass the slower vehicle until he/she is certain that there is no vehicle approaching from the opposing lane. The Lead Road Captain shall maintain a reasonable speed and constantly look back to see when all riders in the group has passed the slower vehicle. In many cases it would be better to travel at a slower speed to maintain safety and to keep the group together. Arriving at the destination a few minutes late is better than not showing up at all.

Emergency Stop

If a group rider needs to make an emergency stop, the Sweep Road Captain will pull over to provide assistance. All other riders will maintain their position in the group. The Lead Road Captain will lead the group to a safe location and contact the Sweep Road Captain. If the distressed rider needs additional assistance, the Lead Road Captain may direct other riders to be sent back. Once the situation has been stabilized, the distressed rider and Sweep Road Captain may rejoin the group. If the distressed rider and Sweep Road Captain cannot rejoin the group, then the main group proceeds on the ride and another Sweep Road Captain is designated for the main group.

Emergency Supplies

Each member of the Road Captain team should carry basic emergency supplies. While Road Captain team members may not have medical training, each Road Captain should carry a basic first aid kit with the following supplies:

- Assorted adhesive bandages + Assorted gauze pads
- Antibacterial spray or ointment + Gauze rolls
- Non-allergenic tape
- Scissors

Each rider is responsible for his/her own motorcycle. But in times of need, Road Captain team members should be able to assist with emergency repairs by having the following items available for use.

- Electrical tape
- Zip ties
- Hex & Torx wrenches
- Tire pressure gauge
- Flat head and phillips screwdrivers
- Pliers & wire cutter

- Adjustable wrench
- Small flashlight

Optional Additional Items

- Reflective safety vest
- Road reflectors
- Work gloves
- Kickstand pad

Vehicle Accident

In the event of an accident on the road during a Chapter ride, the Road Captain team two primary responsibilities are to protect the scene and to the extent possible, provide assistance to the individuals involved in the accident until emergency medical assistance arrives.

To the extent possible, the tasks listed below should be assigned to Road Captain team and not to individual riders in the group.

Protect the Scene

- Make the scene safe for everyone present. This may include preventing or extinguishing a fire.
- Safely place vehicles that are not involved in the accident in a position that stops or diverts traffic around the accident scene. Leave the involved vehicles and other wreckage where they are.
- Provide assistance to the persons involved, particularly the injured victims.
- Warn oncoming traffic of the accident ahead. (Especially important on blind curves)
- Protect the scene. Skid marks, debris on the roadway, broken vehicle parts, etc. are all important evidence for accident investigators. Do not move objects unless necessary for safety.

Tend to the Injured

- Call 911 - notify authorities of the location and nature of the accident
- Administer first-aid to the injured person by any Road Captain or group rider who is qualified to provide first aid
- Other members of the Road Captain team to follow the directions of the person providing first aid
- Relay any information between the 911 operator and the person assisting any injured person

- Administer CPR, if needed, by any Road Captain or group rider who is qualified to administer CPR
- Other members of the Road Captain team to follow the directions of the person providing CPR
- Control bleeding if needed
- Do not remove a helmet unless absolutely necessary
- Provide comfort to those who are injured
- Continue your assigned task until relieved by emergency personnel
- Follow the direction of any emergency personnel or first responder