



# D/FW H.O.G. CHAPTER

## ROAD CAPTAIN'S RULES/GUIDELINES

### Ver 1.5 2010-2011



Road captain guidelines v1-5 2010qq.doc.....7/24/10

#### RESPONSIBILITIES INCLUDE But not limited to:

Know, understand, and follow the chapter's current versions of the "RIDE GUIDE" and ROAD CAPTAIN "RULES/GUIDELINES".

Assist the sponsoring dealer and chapter director in upholding the "Annual Charter for H.O.G. Chapters" .

Educate chapter members about the "Roadside Assistance Program"

Promote members to attend "New Member Orientation" and Advanced MSF rider courses.

Assist in keeping the chapter informed of all H.O.G. Programs (ABCs/mileage/articles/pictures/state rallies/volunteering

Promote safety of the group.

Set a safe, responsible example for the chapter members when riding; whether on official rides or not.

Educate chapter members about group riding techniques.

Inform chapter members of any hand signals used by the chapter on group rides.

Assist in obtaining signed releases for guests and minors, and log sheet names.

Act as a guide for organized chapter rides.

Plan chapter rides, routes, maps; contact businesses at destination, Provide maps to post on web pages when appropriate.

Assist members in finding way home at end of rides.

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#### ROAD CAPTAIN'S RULES/GUIDELINES FOR 2010-2011

Head Road Captain is responsible for policies, training, and issues related to Road Captains. Works with Director and other roadcaptains on same.

**ALL** Road Captains and RCITs will be issued chapter purchased Hi Visibility Vests (unless you own one). You will be required to wear, at **your choice**, one of the following as your **very outermost garment** on every ride you either Lead or Drag:

**Hi Visibility Yellow/Green or Orange: chapter issued Vest, Hi Vis Jacket, long / short sleeve shirt, or rain suit.**

Lead and Drag Road Captains may remove their HI VIS clothing at the "end of the ride" as they prefer.

Road captains will turn in their chapter issued HI VIS Vests when they retire from being a Road Captain or if they purchase one.

Should NEVER block intersections or streets to let the group onto a roadway. It is illegal and is not safe.

It is not necessary, unless instructed by lead RC, for drag road captains to block a lane in preparation for a lane change. Our ride guide specifies that members will do lane changes ONLY when safe and clear to do so as an individual and to change lanes around any traffic in other lanes.

**Safety** of the group takes priority over keeping the group together.

Be aware of the group's situation when leading chapter rides.... i.e.:

Waiting until the group gets caught up **before increasing speed** from stop signs / signals, or changing speed limits.

**(DON'T RUN AWAY FROM THE GROUP)** If members have to break the speed limits, to catch up, YOU are going too Fast.

Start slowing down and initiate signals well before a turn or stop.

Let others in group know via CB radio of lane changes, exits, or turns where safe and appropriate.

Be sure you are in the correct lane for next turn or interchange to minimize “last minute” changes.  
In freeway riding, minimize lane changes especially with larger groups.

Should instruct members to fill gaps in formation by switching lane position.

Instruct new or inexperienced riders to minimize speed variations by riding toward front of group.

Use a mapping program, detailed maps, publication “Roads of Texas”, or Harley’s ”Ride Planner” for route planning.

All road captains should take the Advanced (Experienced) MSF Rider Course within every 3 years and/or immediately after becoming a road captain...

Weather conditions should be at least 40 degrees and dry at ride time. Cancel rides at least 1 hour before posted meet time.

If cannot lead a ride, contact other road captains for replacement. If none is found, contact 1-Activities or 2-Assistant Director, or 3- Director to cancel ride on hot line ROAD CAPTAIN cancels the ride on the online calendar by logging in .

Road Captains are expected **to lead and drag at least 6** rides per year.

All road captains are expected to attend the chapter “officer” and “membership” meetings.

Veteran Road Captains should help “RCITs” (Road Captains in Training) on their first few solo Lead and Drag rides. Give Feedback and mentor newer road captains. (See RCIT section below)

Alternate ride staging/leave areas are permissible where traffic and destination dictate. (Check with director first). Lead Road Captain must insure the area is clearly stated in the ride information. Also insure OK with owner where possible. Road Captain is responsible for having SIGNUP SHEETS, RELEASES, and PENS at the remote site. Also responsible for getting completed forms back to THD RC box.

Make sure **all road captains** have lock box combination. Notify Pride Patch Officer or Chapter Secretary if missing any forms from lock box. You can also make copies using the Dealer copy machine.

All road captains should carry copies of ALL current versions of Sign-in, 3 Release, and Injury forms with them in case none happen to be in box. Current up-to-date forms are on our web page in login section. If possible carry a camera.

If any changes are made regarding a ride, the lead road captain makes sure the Director, Assistant Director, Activities Officer, Webmaster, and Texas Harley Davidson (Linda in insurance) all are aware of any changes so they can be posted to Hot Line, Web Page, and Ride Board

Contact Head Road Captain or Safety Officer for RC FIRST AID KIT, HI Visibility Vest, and “pre-ride check list”.

Take up any safety issues or concerns with the Head Road Captain, Safety Officer, or Director.

Make sure all members realize they can and should report any safety concerns to the road captains on a ride or to the Safety Officer or Head Road Captain.

If it is necessary, for safety reasons, to “have a talk” with a member during a ride, it should be done in private at the first safe opportunity. Make sure there are **two** of you when you do so. The lead road captain on the ride will decide what action should be taken to ensure the safety of the group. Please use extreme diplomacy if this becomes necessary. At no time should a member be left behind without concern for their safety. They must be able to get home safely from anywhere they are led by this chapter.

There are only **2** “**Official**” road captains on a given ride, a Lead and Drag.

All other road captains should take directions from “**Official**” **Lead or Drag**. All Road captains on a ride are expected to look out for safety issues and make “on the spot” corrections **ONLY** if safe to do so, or there is imminent danger to a rider or the group’s safety. Otherwise wait and discuss with lead road captain at a stop. Also It is good for one or two road captains to be at the back of the group to assist the drag or take over as drag in case the drag has to stop to help a disabled rider. Other road captains should place themselves throughout the group in case the group gets separated and a road captain needs to take the lead of the split group until they join the main group.

**All** road captains on a ride should be made aware, by the LEAD Road Captain, of the route whether in an official capacity or not. Lead Road captain for a ride should make sure there is a **CB radio next to lead and drag** (if they do not have one).

### Lead Road Captain

Leads chapter rides.

Is responsible for **setting a safe example** for the group.

Wear prescribed Hi Visibility outer clothing

Should exercise total control over their own riding preferences for the benefit and safety of the group.

Position other road captains ( more toward REAR and some in center of group in case of emergency. )

Position CB radio owners next to lead (if lead hasn't one) and toward rear of group next to drag (if drag hasn't one).

Should act and ride in the most disciplined and safest manner possible.

Sets the pace for the ride based on rider's skills, traffic flow and environmental conditions. (**slowest rider should determine speed of the group**) Drag or other Road Captains should notify Lead if parts of group falls behind or split up by traffic or traffic signals.

Initiates hazard hand signals for (oil, sand, gravel, potholes, debris, animals, among other hazards)

Calls for "Single File" on roads with NO shoulders or in other conditions which require more space cushion.

Pre-Ride routes before the ride (if at all possible).

Conduct pre-ride briefing **at least 10 minutes** before departure time.

Use Road Captain "check list" to instruct riders at pre-ride briefing.

Provide maps and/or route sheets for web calendar for more complicated rides (always useful but not mandatory).

Always go over route, planned stops, re-grouping spots...etc during the pre-ride briefing.

In planning rides, minimize LEFT turns at UNPROTECTED intersections where practical.

If have a CB, announce turns or lane changes to the group in advance if safe to do so.

Assure Drag road captain knows the route. Send maps or directions in advance.

When parking, go to **the BACK** of the parking area [**to clear roadway of bikes ASAP**] before finding parking spot or gas

**Park at the diagonal** so not have to back in, all others should follow

### Drag (Sweep) Road Captain

Brings up the rear of the group.

Wear prescribed Hi Visibility outer clothing

Makes sure he/she knows the route.

Before Ride, Gets signup sheet from Road Captain's Lock Box, Checks LOCAL HOG CHAPTER cards,

Gets names on ride signup log, Assures any needed RELEASES are signed.

Return completed forms to Lock Box and Lock it up.

Assists Lead Road Captain in any way requested.

If has a CB, let lead road captain know when you **clear a light or "made the turn" or group gets split up** especially in large groups.

Notifies Lead Road Captain if group gets split up or riders fall behind so Lead can adjust speed to let them catch up.

Provides assistance to any rider with a problem and has to slow down or drop out of a ride.

Is the **road captain in charge in case of accidents**. Directs actions of other roadcaptains on scene

Should have emergency numbers and cell phone. Monitors CB channel 4.

Makes sure that all bikes have their "Running Lights" OFF and their own are ON, before leaving start location.

Should ride in the **CENTER or LEFT** track whichever gives the most visibility to the Lead road captain.

Should **use "emergency flashers"** if group is traveling slower than the flow of traffic or if stopped to help a rider.

### Road Captains In Training "RCIT"

Should have already taken or plan to take an MSF Advanced (Experienced) Riders Course ASAP.

Know Group Riding guidelines as set forth in the Rider's Edge "MSF Guide to Group Riding" Video.

Know and understand the chapter's current version of the "RIDE GUIDE" and ROAD CAPTAIN GUIDELINES

Should LEAD and DRAG at least 3 rides with experienced road captains before going "out on their own".

At the RCIT's option they can ride their first ride as Second to the primary Lead or Drag RC to observe. Then for their "3 official training rides, the RCIT will contact the Lead RC on any rides they want to lead or drag. but, instead of riding second, they ride first/last with a current RC second or next to last depending on position of RCIT.

Lead RC will let RCIT plan the route and/or discuss with RC., do all planning for ride, contact restaurant. all arrangements, create any maps, same for the drag positions.. run last with drag RC next to last, let RCIT handle duties of drag. The experienced RC in either case will observe and is ready to "take over" if necessary from the RCIT

Ask questions of the more experienced road captains.

### Real world Road Captain Hints/Techniques

- \* Learn to read traffic signals ahead and adjust the group's speed to minimize having to stop the group.
- \* Check (**when safe**) signal lights in your rear view mirror to see if all the group makes a light.
- \* Start slowing down when pass the white and black "**Speed Zone Ahead**" signs so group will be at correct speed when you enter the reduced speed zone ahead of you.
- \* Wait till the end of the group has passed into an "increasing" speed limit zone before **you** speed up so they will not have to break speed laws to follow the group.
- \* When a map is created for a route, if convenient, convert it to html/gif/jpg and send it to your drag before the ride..or email directions so they know in advance of the ride. You can even email it to the webmaster and have him put it on the web calendar for the ride.
- \*.When using CB radio, make sure your **key your mic BEFORE you start talking; and then talk slow.**