



# D/FW H.O.G. CHAPTER

## ROAD CAPTAIN'S GUIDELINES

### Ver 1.11 2023



Road captain guidelines v1.11 2023.doc.....03082023

#### **I. RESPONSIBILITIES INCLUDE But not limited to:**

- 1 Know, understand, and follow the chapter's **current versions** of the "RIDE GUIDE" and ROAD CAPTAIN "GUIDELINES".
- 2 Educate chapter members about the "Roadside Assistance Program"
- 3 Promote chapter members to attend "New Member Orientation" and **Advanced** rider training courses.
- 4 Assist in keeping the chapter informed of all H.O.G. Programs (mileage/challenges/articles/rallies/volunteering
- 5 Promote safety of the group.
- 6 Set a safe, responsible example for the chapter members when riding, whether on official rides or not.
- 7 Educate chapter members about group riding techniques.
- 8 Inform chapter members of any hand signals used by the chapter on group rides.
- 9 Assist in obtaining signed releases for guests and minors, and log sheet names for Pride Patch Program.
- 10 Act as a guide for organized chapter rides/ demo days.
- 11 Plan chapter rides, routes, maps; contact businesses at destination, provide maps to post on web pages when appropriate.

#### **12 Assist members in finding way home at end of rides.**

---

#### **II. ROAD CAPTAIN'S GUIDELINES FOR 2023**

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

#### **2. Ride Planning:**

2 rides on same weekend day are permitted If (a.) one ride is a "long" ride or overnighter (b.) scheduled meet times are at least 1 hour apart and (c.) the meet locations are different, either THD or QT depending on long ride location.

We don't go to "bars".

Unlimited dinner rides during month are permitted.

Road Captain Private, Hidden Facebook Page (BEDFORD ROADCAPTAINS) is available for roadcaptains to discuss rides among themselves without resorting to texting or emails. Cannot mention DFVHOG or Texas HD on page.

Road Captains have posting access to official DFVHOG Facebook page for photos, commenting, and adding Events..

In good weather riding seasons (spring, fall) plan longer rides

Colder/Hotter months shorter rides depending on weather have alternate route if weather changes. Be mindful of really cold days some may not have electric gear, plan shorter or leave later.

Don't have to go to restaurants. Be creative for our members. Plan some overnighthers.

Call restaurant the week before the ride to let them know when to expect us and approximate headcount.

2 Alcohol and controlled substances are prohibited on any chapter ride. PERIOD!! Anyone seen consuming alcohol or controlled substances on a ride or a break in a ride will be asked to leave the group. They should not be permitted to even follow at a close distance to the group.

3 Should NEVER block intersections or streets to let the group onto a roadway. It is illegal and is not safe. If you do, it's on you.

- 4 Educate chapter members on our lane change method. As a group we will change lanes **ONE AT A TIME, only when safe to do so**; starting with the Lead RC and move toward the rear of the group. 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.
- 5 Are **strongly encouraged** for safety, to wear a Hi-Vis outside garment while leading or dragging a ride.
- 6 **Safety** is our #1 Priority. It takes priority over keeping the group together. Avoid running “yellow” signals.
- 7 Be aware of the group’s situation when leading chapter rides by CB radio or observation... i.e.: Use good judgement by: 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 regularly break the speed limits, to catch up, YOU are going too Fast.  
Start slowing down and initiate signals well before a turn or stop. Announce on CB  
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.
- 8 Should instruct members to fill gaps in formation by switching lane position. **Never pass another rider in the same lane.**
- 9 Suggest that new or inexperienced riders ride where they feel comfortable.
- 10 Use a mapping program like Harley’s” Ride Planner”, Google Maps, Garmin Base Camp or detailed maps, publication like “Roads of Texas”, for route planning. They are very helpful.
- 11 It is suggested that All road captains take the Advanced (Experienced) MSF Rider Course or other advanced riding course every 3-4 years or soon after becoming a road captain. It is good to keep one’s skill sharp. It projects confidence to the group.
- 12 Lead Road Captain’s choice whether to cancel ride due to weather. If at all possible, cancel rides at least 2 hours before posted meet time. Use GOOD judgment based on length of ride and destination. (they can be changed at last minute at riders meeting)  
Can change to 2- or 4-wheel ride based on weather conditions. Notify Restaurant of cancellation were appropriate.
- 13 If something comes up and cannot lead or drag a ride, contact other road captains for replacement. If none is found, contact 1-Head RC, 2-Assistant Director, or 3- Director Lead RC cancels the ride on the online calendar by logging in and accessing the calendar. Contact Assistant Director to send out Text Blast
- 14 To remain in Active Status, Road Captains are **expected to lead and / or drag 3 rides** per Calendar Year and be active with chapter. If have not led or Dragged a ride in 1 calendar year, unless you have extenuating circumstances which are communicated with Head RC or Director, you will be put in inactive status, removed from web page, and calendar password de-activated. If situation changes and you can lead/drag rides again we will re-activate your status upon your request.
- 15 **All road captains are expected to attend the chapter “officer” and “membership” meetings** unless there are work conflicts.
- 16 Veteran Road Captains should help “RCC” (Road Captain Candidates) on their first few solo Lead and Drag rides. Give Feedback and mentor newer road captains. (See RCC section below)
- 17 Alternate ride staging/leave areas are permissible where traffic and destination dictate. Lead Road Captain must ensure the alternate is clearly stated in the ride information. Also insure it is OK with owner where possible. Road Captain is responsible for having SIGNUP SHEETS, RELEASES, and PENS at the remote site. Also, are responsible for getting completed forms back to chapter Secretary and or Pride Patch via photos and email... **\*\*Original signed releases MUST go to chapter Secretary\*\***.
- 18 All road captains should carry copies of ALL **current versions** of Sign-in, 3 Release, and Injury forms, pens with them. Current up-to-date forms are on our web page in login section. If possible, carry a camera (cell phones work).
- 19 If changes are made regarding a ride, the lead road captain makes sure the ride calendar is updated. Minimize time changes, but destinations can be changed up to leave time, notify restaurants involved. Notify Director and Asst Director for email and text blasts.
- 20 Contact Head Road Captain for RC FIRST AID KIT, “pre-ride check list” cards, and “drag incident checklist”.
- 21 Take up any safety issues or concerns with the Head Road Captain, Safety Officer, Director, or Assistant Director.

22 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.

23 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.

24 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.

25 **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. Something may come up and they must take over.

26 Lead Road captain for a ride should make sure there is a person with a **CB radio next to lead and drag** (if they do not have one). Lead will brief the non-road captains with CB on 2 signals to issue to or get from the lead or drag RC. **(1 Emergency! Rider down) need to pull over as soon as safe (use thumb across throat (like shut off engine)) and (2 Group split up bad or rider stopped) ... slow down or consider stopping, (use thumb down, hand motion up and down )**

### **III. Lead Road Captain**

- 1 Leads chapter rides. Contacts restaurants in advance were appropriate with date, time, approx. number.
- 2 Is responsible for **setting a safe example** for the group.
- 3 Suggest Wearing DOT approved helmet and Hi Visibility outer clothing as a role model.
- 4 Should exercise total control over their own riding preferences for the benefit and safety of the group.
- 5 Position other road captains more toward REAR and some in center of group in case of emergency. )
- 6 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) and Inform them of the 2 hand signals used. (hand motion up and down with thumb down and thumb across throat back/forth)
- 7 Should act and ride in the most disciplined and safest manner possible.
- 8 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 fall behind or split up by traffic or traffic signals. If notified of a rider dropping back constantly, determine reason at earliest opportunity. Initiates hazard hand signals for (oil, sand, gravel, potholes, debris, animals, among other hazards)
- 9 Calls for “Single File” on roads with NO shoulders or in other conditions which require more space cushion.
- 10 Pre-Ride routes before the ride (if at all possible).
- 11 Conduct pre-ride briefing **at least 10 minutes** before departure time. **Call Restaurant with headcount** as needed.
- 12 Use Road Captain “check list” to instruct riders at pre-ride briefing.
- 13 Provide maps and/or route sheets for web calendar for more complicated rides (always useful but not mandatory).
- 14 Always go over route, planned stops, re-grouping spots...etc during the pre-ride briefing.
- 15 At pre-ride briefing let members know they can ask if need to find way home from destination
- 16 In planning rides, minimize LEFT turns at UNPROTECTED intersections where practical.
- 17 If have a CB, announce turns or lane changes to the group in advance if safe to do so.
- 18 Assure Drag road captain knows the route. Send maps or directions **in advance**.
- 19 When parking, go to **the BACK** of the parking area [**to clear roadway of bikes ASAP**] before finding parking spot or gas pump.
- 20 If emergency vehicles approach running code, move the group as far to the right as possible and stop where appropriate.

### **IV. Drag (Sweep) Road Captain**

- 1 Brings up the rear of the group.
- 2 Suggest wearing DOT approved helmet and Hi Visibility outer clothing as a role model.
- 3 Makes sure he/she knows the route.
- 4 Before Ride, Checks LOCAL HOG CHAPTER cards, (A photo of card on a cell phone is acceptable)  
If a chapter card looks suspect...ie anything looks altered or is OUT OF DATE...have person SIGN A RELEASE. NO EXEPTIONS! Make sure the Chapter Membership Officer is NOIFIED of the person’s name (might also note on log) so they can verify membership and issue a valid card.  
Gets names on ride signup log, assures any needed RELEASES are signed.  
If a guest of a chapter member shows up, note GUEST of XXXX on ride log.

Return completed forms Chapter Secretary and or Pride Patch officer. Photo of ride log is acceptable.

5 Assists Lead Road Captain in any way requested.

6 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. Different lead RCs like different amounts of communications...check with them before start.

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

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

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

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

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

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

14 Notify Lead RC if emergency vehicle running emergency lights is approaching from rear.

15 Notify lead RC or others to relay if there is an emergency such as a rider down, or rider pulls off or stops

## V. Road Captain Candidates "RCC"

1 To get into the RCC Orientation Program "**RCCOP**" the candidate should have ridden a minimum of 12 rides with the chapter as indicated on the ride log signed at each ride.

2 They also must have the approval of the "majority" of the current active road captains. (RCs must have seen them ride.

3 The RCCOP must be completed within 6 months of first ride, else must start over.

4 Might introduce yourself to the RCs on a ride and let them know you are interested in becoming a road captain.

5 Know Group Riding guidelines as set forth in the Rider's Edge "MSF Guide to Group Riding" Video. (Google it)

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

7 Should LEAD and DRAG at least 3 rides with **6 different**, (if possible) experienced road captains (one having at least 1 year experience leading rides), before going "out on their own".

8 RCC Orientation rides should be **at least 50 miles** in length to destination. Others are permitted at the road captain mentor's discretion. At least one (1) ride must be **over 75** miles in length and will include bio break and/or gas stop

9 At the RCC's option they can ride their first few "test" rides as Second to the primary Lead or Drag RC to observe.

Then for their "3 official orientation rides, the RCC will contact, **IN ADVANCE**, 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 RCC.

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

10 **Ask questions** of the more experienced road captains.

11 After the 6<sup>th</sup> RCC Orientation ride, You **MAY** have a Final Ride or interview which will be with RCs only. You will need to contact Head RC to schedule the Final ride or Final interview. If doing the ride, the RCC will **lead** out, on a pre-determined route, execute a gas stop (needed or not), and will **drag** the ride back in. Different orientation scenarios will be presented along the route. Check with Head RC for details. After all rides are completed, notify Head RC that you have completed required orientation rides and he will poll all RCs who you road with as RCC for a final decision as to "more training needed" or "good to go"

## VI. Real world Road Captain Hints/Techniques

1 \* 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 rearview mirror to see if all the group makes a light.

2 \* 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.

3 \* 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.

4 \* 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 put the map on the ride calendar.

5 \* When using CB radio, **make sure** your **key your mic BEFORE you start talking; and then talk slow.**