

ROAD CAPTAIN HANDBOOK



EL CAJON HOG CHAPTER #5108

RIDE SAFE – HAVE FUN

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Introduction

Congratulations! By deciding to become a Road Captain you have volunteered for the most important position within the El Cajon HOG Chapter #5108. At El Cajon HOG we just want to “Ride and Have Fun”. In order to have fun riding in a group, we have to be safe and that means having good, well-qualified Road Captains. You have already demonstrated that you have good riding skills or you would not have been considered as a Road Captain Candidate. This Handbook and your participation in the Road Captain program will ensure that you develop the other skills necessary to become a competent and fully qualified Road Captain.

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1. Objectives

Congratulations and welcome to the Road Captain program. You are about to learn one of the most important positions in the chapter.

As a Road Captain, the basic objectives are:

Provide for the safety and welfare of all individuals within the group and any surrounding motorists, bicyclists or pedestrians. Lead the group to its destination in a well-organized, disciplined, and safe manner. Avoid creating or exacerbating hazardous situations and respond as needed if they do arise.

HOG Mission: "Ride Safe and Have Fun"

Having good, well-qualified Road Captains make this mission possible. This handbook is intended to provide you with knowledge and skills that serve as the foundation in your development toward being a competent Road Captain.

All riders are encouraged to ride their own ride according to their comfort level.

2. Road Captain Qualifications

2.1. Road Captain Candidate Pre-requisites

Road Captain candidates shall meet the following requirements:

1. Carry and show proof of current motorcycle liability insurance and current registration.
2. Possess a current valid driver's license for the type of motorcycle, they are operating.
3. Be Member In Good Standing.
4. Be sponsored by a current Road Captain or a current Chapter Officer, With Approval of Head Road Captain/Asst. Head Road Captain, in Consultation with safety officers

2.2. Road Captain Qualifications

Once an individual has been accepted as a Road Captain Candidate, they must demonstrate the following skills to become a fully qualified Road Captain:

1. Demonstrate the skills necessary to act as a Road Captain including the following and working with the Road Captain Mentors:
 - a. Attend at least two skills practice sessions.
 - b. Follow the sweep during a group ride.
 - c. Sweep group ride with a Road Captain Mentor(s) observing or Road Captain.
 - d. Follow the lead during a group ride.
 - e. Lead group ride with Road Captain Mentor(s) observing or Road Captain.
 - f. Notice/Discuss unsafe/improper group riding techniques.
 - g. Accomplish a lane change from the sweep position.
 - h. Plan the route for one ride and conduct the pre-ride brief.
 - i. Attend and participate in two Rider Zone Classes.
 - j. Facilitate the staging of groups.
 - k. Negotiate a group through an urban environment.
- l. Demonstrate/discuss proper acceleration technique and good speed control.
- m. Execute proper lane changes in both urban and highway environments.
- n. Pre-Ride two rides, one as a Lead and other as the Sweep.

- o. Complete your Check-out Ride (without a gross safety issue.)
 - p. Demonstrate/discuss the ability to recognize the experience/riding capabilities of the entire group.
 - q. Demonstrate knowledge of the proper use of hand signals.
2. Demonstrate a thorough knowledge of the *El Cajon HOG Group Riding Handbook* and the *Road Captains Handbook* by oral examination from the Road Captain Mentors, Asst. Head Road Captain, and Head Road Captain.
3. Have approval of the Lead Mentor, Head Road Captain & Asst. Head Road Captain.

3. Road Captain Responsibilities

As an El Cajon HOG Road Captain, you may be asked to volunteer several duties during a chapter ride. These duties include, but are not limited to, being assigned to lead a group, to sweep a ride, or any mid sweep position(s) as designated by the Ride Leader. As an El Cajon HOG Road Captain, it is highly recommended that you bring the following

items with you to all rides:

- a. First Aid kit.
- b. Cell phone with numbers of other road captains on the ride.
- c. Tool kit.
- d. Waver(s).
- e. Incident Forms.

3.1. **Leading a Ride.** As a Ride Leader you will:

- 3.1.1. Have the final say about your ride Unless Safety Officers, Asst. Head Road Captain or Head Road Captain says so.
- 3.1.2. Be in charge of the group until the final destination has been reached.
- 3.1.3. Be responsible for ensuring the safety of the group.
- 3.1.4. Conduct the pre-ride brief for all riders.
- 3.1.5. Will lead at a pace that is appropriate for the road, riding style of the group, and traffic conditions.
- 3.1.5 Be thoroughly familiar with the route.
- 3.1.6 Address rider misconduct, disorderly or unsafe riding in a *diplomatic way*.
- 3.1.7 May change route as actual road conditions/weather dictates.
- 3.1.8 Execute sound judgment and be responsible for making decisions with the safety of the group in mind at all times.
- 3.1.9 *** Lead the group in a SAFE manner. ***
- 3.1.10 To include ride cancellation if needed.

3.2 **ShotGun on a Ride.** Road Captain assigned to Shotgun (Position) on a ride, you will: Pre-Ride:

- 3.2.1 The Shotgun will ensure all riders are staged. During the Ride:
- 3.2.2 Assists the Lead in all activities.
- 3.2.3 Primarily responsible for group spacing.

3.3 **Mid on a Ride** Road Captain assigned to Mid (Position) on a ride, you will:

- 3.3.1 Road Captains working the Mid Position play a very important role in the smooth running of a group ride.

- 3.3.2 If the ride runs perfectly, the Mid's job is easy... just be a rider.
 - 3.3.3 However, the perfect ride is extremely rare.
 - 3.3.4 Broken packs will require the Mid to step up as Lead or Sweep.
 - 3.3.5 The Ride Leader may request Mid Road Captains to Act as Lead and Sweep.
 - 3.3.6 Breaking up a larger group into more manageable smaller groups.
 - 3.3.7 Relay communications as needed Lead/Mid/Sweep.
- 3.4 **1st Off on a Ride** Road Captain assigned to 1st Off (Position) on a ride, you will:
- 3.4.1 We take great pride in the fact that we "leave no rider behind."
 - 3.4.2 The 1st off stages directly in front of the Sweep.
 - 3.4.3 May be called upon to Lead or Sweep in case of Broken Pack.
- 3.5. **Sweeping a Ride.** As a Road Captain assigned to Sweep (Position) the group or groups, you will:
- 3.5.1 The Sweep is an Essential Position for the Ride and the Lead Road Captain.
 - 3.5.2 Pre-Ride, the Sweep is responsible to ensure:
 - a. All members are signed in with memberships current.
 - b. All guests have fully completed Waiver Documentation.
 - 3.5.3 Primary role is to render aid to any member that drops out of the Pack
 - a. Communicate status with Lead.
 - b. At the Lead's discretion, the group may:
 - I. Continue to the destination.
 - II. Continue to a safe location to pull the group over and wait.
 - 3.5.4 The Sweep is to sweep the parking area and account for all riders.
 - 3.5.5 When the Sweep rolls up and takes a position in the group formation, it signifies to the Ride leader that the group is accounted for and ready to roll.
 - 3.5.6 May be requested by the Lead to provide a Road Block. "*HOG does not require or encourage BLOCKING. Blocking is optional & only for group safety.*"
 - 3.5.7 A good Sweep
 - a. Knows the route, the Lead's desired lane, compressions, pinch, intersections and any requiring block.
 - b. Takes the actions that enable the safe negotiation of the group through the planned route.
 - c. Anticipates the desires of the Ride Leader
 - I. Lane changes.
 - II. Rolling Blocks.
 - III. Provides options for the Lead, otherwise unavailable.
 - 1. Example: Capturing a lane, clearing it of cage obstruction, when approaching a slow truck.
 - 3.5.8 In the event the group becomes split and there are no other Road Captains in the group, the Sweep will use their best judgment to determine which position (Lead or Sweep) to ride.

4. Communication

The Ride Leader has overall responsibility for the group. Relay or requested status of the group to Lead as needed to provide for safety.

- 4.1 Must be kept informed of the status of the group and member riders.
 - a. Especially those which may be in duress!
 - b. At a minimum, Road Captains dropping out of the group must send status to the Lead.
- 4.2 Cell Phone/Bluetooth/CB communications are extremely helpful in conducting a smooth ride. Benefits include:
 - a. Immediate notification of Broken Pack, which allows for a quicker recovery.
 - b. Setting the Sweep up to be most effective.
 - c. Notification of speed correction.
 - d. Resolving rider spacing issues.
 - e. Notify of incidents or concerns. Unless there is immediate danger wait till arriving at a stop to discuss/never over the radio.

5. Safety Equipment

Although a first aid kit is highly recommended for a Road Captain, all riders should be encouraged to carry a first aid kit. HOG has an excellent kit, compact and contains the necessary items to perform first aid.

5.1. First Aid Kit

At a minimum, all Road Captains are encouraged to carry a well-stocked first aid kit consisting of at least the following:

- a. Sterile gauze squares.
- b. Antiseptic wipes for cleaning wounds.
- c. Clean water.
- d. Rolled gauze, sufficient for administering minor first aid.
- e. Anti-Bacterial ointment.

5.2. Tool Kit

Although Road Captains are not mechanics, all Road Captains are encouraged to carry a basic tool kit to assist others who may need to make minor repairs.

5.3 Up-to-date Road Captain Phone List.

6. Road Captains' Pre-Ride Briefing

All of the Road Captains for each ride will meet at least 30 minutes prior to departure for a Road Captains briefing conducted by the Ride Leader.

6.1 Items to discuss:

- a. Weather; road conditions; pre-ride information; concerns; lane changes; and new riders or bike.

7. Riders' Pre-Ride Briefing

Prior to each ride, the Ride Leader will conduct a briefing for the entire group. Give the pre-ride brief using the Printed Pre-Ride Brief Card Issued to you. During this briefing the Ride Leader, will give a brief overview of the route to the final destination and any pertinent road conditions. This should be done as expeditiously as possible. The following talking points shall be covered prior to every ride:

1. Staggered Riding – Alternating lane positions, 2-second interval to the rider in front of you, 1 second to the rider in the alternate track. Ride Leader in Left Track.
2. Stop Signs – Double up, proceed through as pairs, and then separate back into staggered position.
3. Stop Lights – Stop if the light turns red, regardless of position in the group. Proceed on green or when safe. Road Captain will come to the front and assume the lead position.
4. Lane Changes – Pass signal back, do not move. The sweep will move to capture lane, once the lane is secured. Ride Leader will move. Move only after the rider in front of you does.
5. Passing Traffic – Single up while passing, use your own judgment. Return to your own lane as soon as possible, leaving room for any rider behind you to get in.
6. Filling in a gap – if a gap occurs in the group while riding in staggered formation, the gap should remain until the following occurs:
 - a. The group reforms after stopping at a stop sign or light.
 - b. The group transitions from single file to staggered formation.
 - c. Hand signal can be used by Lead just to correct or adjust the formation of the group.
7. Hand Signals

ALL HAND SIGNALS ARE TO BE PASSED BACK QUICKLY & SAFELY.

- a. Single file
 - b. Staggered
 - c. Slow down
 - d. Speed up
 - e. Left turn
 - f. Right turn
 - g. Obstacle left
 - h. Obstacle right
 - i. L sign
8. Emergency/Breakdown Events Procedure – If you are behind the event and can pass safely, keep moving cautiously. The Sweep will stop and determine what is needed.

8. Riding Formations

The basic formation for all rides is the staggered formation with Lead Left Track. Road conditions will dictate when the Ride Leader will place the group in a single file formation.

9. Traffic Lanes

The group will stay in a single traffic lane whenever possible. In an urban environment, the Lead Road Captain should consider the distance to the next turn on the ride route and the direction of that turn when deciding which lane to utilize.

10. Lane Changes

A lane change refers to maneuvering the group into a new travel lane where the direction of traffic in the new lane is the same direction of travel of the group. Lane changes may be performed for a wide variety of reasons including passing slower traffic, maneuvering the group into a lane where the traffic speed is the same as the group wishes to travel or in preparation for turning onto an intersecting roadway or exiting a freeway. Lane changes should be kept to a minimum and, whenever possible, should be thought out in advance.

Lane Changes – Ride Leader shall Request sweep secure desired lane if possible, Sweep will move to secure lane, once the lane is secured, Ride Leader will Pass signal back (using hand signals), Ride Leader will move, move only after the rider in front of you does.

NOTE: IF A LANE CHANGE IS REQUIRED AND THE TRAFFIC DOES NOT PERMIT A LANE CHANGE WITH THE SWEEP RIDER BLOCKING, THE RIDE LEADER MAY INITIATE THE CHANGE WITHOUT WAITING FOR THE SWEEP. ALL SUBSEQUENT RIDERS SHALL THEN FOLLOW INTO THE NEW TRAVEL LANE, AS SOON AS IT IS SAFE DO SO, ALLOWING SPACE FOR OTHER VEHICLES/RIDERS AND THEN REFORM. ALWAYS CHECK YOUR LANE WHEN CHANGING LANES!

DON'T JUST FOLLOW. LANE CHANGES ARE CONDUCTED FROM FRONT TO BACK.

11. Passing

Passing refers to maneuvering the group into a traffic lane where the direction of travel is in the opposite direction the group is riding. Passing will only be done on two-lane roads (roads that have a single travel lane in each direction).

WARNING: PASSING MAY ONLY BE DONE WHERE SAFE AND LEGAL TO DO SO!

When the group encounters slower moving traffic and the Ride Leader determines there is sufficient room for the group to start passing safely, the Ride Leader shall maneuver into the oncoming traffic lane and accelerate past the slower traffic. Each subsequent rider, in turn, should also maneuver into the oncoming traffic lane and accelerate past the slower traffic, then return to the initial traffic lane making sure there is sufficient room for the rider behind them to move into the lane. Only one bike passes at a time. Passing conducted only at the riders' discretion.

12. Mentors

Each candidate will be assigned a mentor from the Road Captain Mentors. The Road Captain Mentors are responsible for assisting Road Captain Candidates and ensuring that they are familiar with the Road Captain Handbook as well as the El Cajon HOG Group Riding Handbook.

The candidate will have a worksheet to be signed off by a Road Captain/ Mentor. After completion of the worksheet, the candidate will be reviewed by the Head Road Captain and the Asst. Head Road Captain for approval.

Mentors are selected by Head Road Captain & Asst. Head Road Captain.

13. Practical Exercise

a. Practical Exercises

Upon becoming familiar with the contents of the Road Captain Handbook, the candidate will undergo practical exercises as determined by the Asst. Head Road Captain and Head Road Captain. These exercises will be overseen by the candidates' mentor or any other qualified Road Captain.

b. Practical Knowledge Exercise

At the completion of the Road Captain candidacy program training, prior to receiving a Road Captain patch and becoming fully qualified as a Road Captain, the Road Captain Candidate will undergo a practical knowledge exercise whereby they will plan and lead a ride acting as Lead for the ride. The qualified Road Captain(s) and/or Mentor(s) on the ride will evaluate the Candidate based on the following criteria:

1. Route plan / Pre- Ride
2. Pre-Ride briefing
3. Acceleration from a stop
4. Urban driving
5. Freeway driving
6. Lane changes
7. Hand signals
8. Traffic lane selection
9. Passing

14. Final Approval

Once the Candidate has completed the practical exercise and has the approval of the Lead Mentor they move to the next step. The final approval to become a fully qualified Road Captain resides with the Head Road Captain & Asst Head Road Captain. In addition to successfully completing the objectives, the Head Road Captain & Asst Head Road Captain, with input from qualified Road Captains, will take into account the Candidate's ability to think clearly and make good decisions. If they find the candidate capable, then the Head Road Captain will award the Candidate their Road Captain patch and vest making the candidate a fully qualified Road Captain. The Road Captain patch will be awarded to the candidate at a monthly Chapter meeting. In the event the candidate does not pass, any issue(s) will be addressed by staff. If a resolution can be reached, the Road Captain Mentors will do their best to make the Candidate successful in their quest to be a Road Captain.

15. Maintaining Qualifications / Requirements

To maintain active Road Captain status as well as to maintain a high degree of safety for the chapter's group rides, Road Captains are expected to remain proficient in their duties. A lapse in these requirements may cause the Road Captain to be removed as an Active RC and potentially require him/her to go through the Road Captain candidacy activities again at the discretion of Head Road Captain & Asst Head Road Captain.

These requirements are as follows:

Maintain Chapter Membership be current with yearly dues by end of January if not sooner.

- Plan and lead a minimum of 2 rides per year calendar.

- Participate in at least 1 Road Captain activity per quarter (ie, monthly Road Captain meeting, work a ride, other Road Captain Duties).

16. Road Captain Behavior

The Road Captain position comes with the knowledge that we are one of the most outward faces of the chapter. How you act reflects back on the chapter and the dealership. In our position, we must always behave in a way that reflects positively on both the chapter and the dealership. Any unprofessional conduct, i.e. Any loud public outward verbal confrontation, any act that can be construed as physical confrontations towards others will be grounds for Possible loss of Road Captain Privileges & removal from the Road Captain program at the Head Road Captain Discretion in consultation with Asst. Head Road Captain.

17. Resignation/Removal From Road Captain Program

If a Road Captain is removed from the Road Captain program Due to behavior issues, they must surrender their chapter paid vest and or Road Captain patches. If a Road captain resigns while being in good standing, they Keep vest and patches.

18. Ride Leader After Ride Notification

After the completion of a ride the Ride Leader will notify Asst. Head Road Captain of those that worked their ride. This will aid in keeping track of Road Captain Participation throughout the year.

19. Route Planning

Though not a requirement it is recommended and highly desirable that Road Captain utilize the Harley Ride Planner & the Road Captain Ride Sheet for planning & posting their rides. These systems allow for a uniform way to plan a ride in standard Harley Boom Audio gpx format which is readable on 2014- and newer boom radios, it also allows for the distribution of ride links/info in a standard way to fellow Road Captain that is available 24/7.

20. Route Submissions

When submitting a route send via email to both Head Road Captain & Asst Head Road captain. The Asst. Head Road Captain will review it and any changes requests will need to be handled. Assume if it comes from Asst Head Road Captain it is coming from the Head Road Captain and will back up his Asst!!! Once Asst Head Road Captain is satisfied with the route and approves it the Head Road Captain will then review it and make any changes seen fit which will need to be addressed by Road Captain. Once satisfied the Head Road Captain will approve route letting the road captain know, & notify the webmaster to post route to website. It is the responsibility of the Road Captain to post the ride to Facebook if they choose to advertise the Ride.

21. Accident Procedures

No one wants to ever see this happen, this is why we should practice safe riding techniques at all times. However, on occasion an accident will happen. If this should happen:

1. Whoever is behind the rider involved in the accident will likely stop. The sweep needs to stop and make sure the situation is not made more dangerous by many riders stopping and creating an even greater road hazard.
2. Sweep should direct all but necessary riders to continue on up with the forward group. Radio/phone the Ride Leader to inform them of the accident. The Ride Leader will find a safe place to stop or continue on to a safe place to stop if available: otherwise continue on.
3. One rider that stays with the accident shall be assigned to direct traffic around the accident scene. The sweep shall evaluate and make the necessary 911 call to get EMS dispatched if needed and direct any other riders that stopped to continue on to meet the lead group ahead.
4. The scene should not be disturbed... ie do not move any debris/vehicles until the accident scene is cleared by first responders.
5. Notify the Head Road Captain about the accident ASAP.
6. In regards to any first aid:
 - a. Do Not Remove Helmet.
 - b. Most likely injuries will include broken bones, lacerations, and contusions.
 - c. Wait for EMS to arrive!
7. After a Injured is transported and the scene is cleared by first responders:
 - a. Arrange for the bike to be transported/towed.
 - b. If no injury and the bike cannot be ridden arrange for the transport of both the bike and rider.
 - c. Inform the Ride Leader of the situation via phone if possible and gather necessary information to complete an accident form, scene info ie weather/road condition etc, photos of the scene, witness statements with their phone number to allow follow-ups.
 - d. The accident report form needs to be completed by Road Captain, Ride Leader or Safety Officer on the scene and submitted to Head Road Captain for approval and submission.

22. Road Captain's Worksheet

Candidate Name: _____

	DATE	RD Captain/ Mentor Initial
A. Attend 2 Skills Practices	____/____	_____
B. Follow Sweep during group ride	_____	_____
C. Sweep group ride with Road Captain observing	_____	_____
D. Follow Lead during group ride	_____	_____
E. Lead group with Road Captain observing	_____	_____
F. Ability to notice unsafe/improper group riding techniques	_____	_____
G. Accomplish lane change (Sweep position only)	_____	_____
H. Plan the route for one ride and pre-ride brief	_____	_____
I. Staging of groups	_____	_____
J. Negotiate a group through urban an area	_____	_____
K. Demonstrate appropriate acceleration and speed control	_____	_____
L. Execute proper lane changes in both urban and highway environments	_____	_____
M. Pre-ride 2 rides, one as Lead and one as Sweep	_____	_____
N. Complete Check-out Ride (without a gross safety issue)	_____	_____
O. Discuss the ability to recognize the experience/riding capabilities of the entire group	_____	_____
P. Demonstrate knowledge of use of the proper hand signals	_____	_____

Road Captain Mentor Approvals

Assistant Head Road Captain Approval

Head Road Captain Approval

Road Captain Patch Presented
