



# Road Captain Guidelines

Eastern Sierra HOG  
Chapter #166501



# ROAD CAPTAIN'S GUIDELINES

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# ROAD CAPTAIN'S GUIDELINES

## 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. 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, 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.
8. Should ask if any riders have a first aid, and basic tool kit available for the ride.
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.



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11. Will lead at a pace that is appropriate for the riding abilities of the group, obeying all traffic laws.
12. Must Plan, Brief and Lead a minimum of one (1) official Chapter event (ride and/or activity) as described in Section 4 on page # 5, 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 an official Chapter event (ride and/or activity), while being evaluated by a current qualified and proficient Road Captain.
13. 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. Are encouraged to carry a well-stocked first aid and tool kit on the ride (see special note on page 5)
4. Will carry a cell phone to stay in touch with the other Road Captains and to call 911.



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## 3. Road Captain Safety Equipment

### 3.1. First Aid and Tool Kits

All Road Captains are encouraged to carry a well-stocked first aid kit, and 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/vice grips, electrical tape, and zip ties.

### 3.2. Communication

Clear and precise communication is critical during the pre-ride briefing as well during any critical incident. A few good tools to have on hand include the following information and documents.

- The Pre-Ride checklist and ride evaluation criteria form
- Accident report forms, and P.A.C.T card
- Digital camera/phone
- List of Road Captains Cellular Telephone Numbers
- 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 documents). The aforementioned equipment is not mandatory and each Road Captain should use their best judgment regarding the necessity of same for each activity.

## 4. Meeting Place & Time

To qualify as a chapter event an activity must be sponsored and approved by Eastern Sierra HOG.

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).

Out of town overnight trips can have more than one ride plan, which may involve



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multiple Road Captains going to the same final destination. 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 helmet 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



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## 7. Accident or Breakdown Procedure

Recognizing the variables that will surface with each accident or breakdown the Road Captain and Sweep will be called upon to use their best judgment in analyzing and responding to each situation. The guidelines below are provided as an aid in assessing and reacting to those situations.

### 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.



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## 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

## 7. Hand Signals

1. Hand signals will be used to maneuver the group, change formation or point out hazards.
2. Hand signals should be given in a timely manner. Not so early that they are meaningless, and not so late that they become unnecessary.
3. 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 aware of a hazard, should point out the hazard to all riders that follow.
4. 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**





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## 8. Road Captain Candidates

Candidate Prerequisites:

- Obtain the approval of the Head Road Captain and possess a valid operator's permit with motorcycle endorsement.
- Attend Group Rider Orientation and Road Captain Training administered by the Head Road Captain/Road Captain Coordinator.

## 9. Head Road Captain Appointment

In the late fall of each year the Primary Officers will be tasked with appointing the Head Road Captain for the following year. Pivotal to that appointment are Organizational skills, promotional skills, people skills and a thorough understanding of the Road Captains Guidelines within. Interested members should contact any Primary Officer no later than Nov. 1st.

## 10. Guideline Annual Review

On an annual basis, the Head Road Captain and Senior Road Captains will review these guidelines 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.



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## Group Riding – Common Hand Signals

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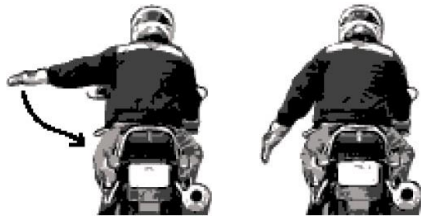
Often during the meeting, **hand signals** are reviewed so that you can communicate with the other riders during the ride. Hand signals are a useful tool to keep the group tight and cohesive on the roadway. Your group is free to determine its own set of signals, but here's a review of some commonly used ones:

### Hand Signals

**Stop** - arm extended straight down, palm facing backward



**Slow Down** - arm extended straight out, palm facing downward



**Speed Up** - arm extended straight out, palm facing up



**Follow Me** - arm extended straight up from shoulder, palm forward



**You Lead/Concede** - arm extended upward 45 degrees, palm forward pointing with index finger; swing in arc from back to front





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**Single File** - arm and index finger extended straight up



**Double File** - arm with index and middle finger extended straight up



**Hazard in Roadway** - on the right, point with right foot; on the left, point with left hand



**Fuel** - arm out to side pointing to tank with finger extended



**Refreshment Stop** - fingers closed, thumb to mouth



**Comfort Stop** - forearm extended, fist clenched with short up and down motion





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**Pull Off** - arm positioned as for right turn, forearm swung toward shoulder



**Turn Signal On** - open and close hand with fingers and thumb extended



**Highbeam** - tap on top of helmet with open palm down



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