

The American Legion Riders Manual



First Edition

Table of Contents

Chapter 1History	pg 1
Chapter 2Introduction	pg 2
Chapter 3Operations.	pg 4
Chapter 4Regular Meetings	pg 10
Chapter 5ALR Apparel, Dress, and Patches	pg 13
Chapter 6Application	pg 15
Chapter 7Waiver and Release from Liability	pg 17
Chapter 8ALR Patch.	pg 18
Chapter 9Application Letter to Start a New Chapter	pg 19
Chapter 10Road Captain Manual	pg 20
Chapter 11ALR Department of FL Yearly Report.	pg 26
Chapter 12ALR Department of FL Officer Report	pg 28
Chapter 13Mileage Clarification.	pg 29
Chapter 14Participation Recognition	pg 30
Chapter 15Track Sheet	pg 31
Chapter 16ALR State Rally Host Application	pg 32
Chapter 17Proper Display of Flags	pg 35
Chapter 18Sample Chapter ByLaws	pg 38
Chapter 19Installation of ALR Officers.	pg 42

Chapter 1

History

AMERICAN LEGION RIDERS AMERICAN LEGION DEPARTMENT OF FLORIDA

Our purpose is to: Participate in Parades and other ceremonies that are in keeping with the Aims and Purposes of the American Legion. To promote motorcycle safety programs and to provide a social atmosphere for the American Legion Members who share the same interest. To use our Association to promote and support programs of the American Legion through service to our Community, State and Nation.

While the American Legion Riders was started in Michigan in the fall of 1993, Commander Clarence Hill, who later went on to become National Commander, made the ALR an official program of the Department of Florida during the 2002 Fall Conference in Orlando. Previous to this, there were already Florida Riders representing themselves as ALR, but Commander Hill made it official. Since that time, ALR membership in Florida has grown to be one of the largest in the country, in both membership and number of chapters.

The following pages are designed as an instruction manual for both established and startup chapters. Always refer to the current Standard Operating Procedures, American Legion Riders, Department of Florida, which takes precedence over this manual. When an issue is in question or not fully covered in either document, please contact Department Headquarters in Orlando for clarification.

American Legion Riders
American Legion Department of Florida

Chapter 2 Introduction

Where we are today

As the membership of the American Legion Riders is a very diverse group, so are the programs that they are involved in. By allowing each American Legion Rider Chapter to give their members the ability to manage their program at the Post level, the program has been allowed to grow. Today there exist Legion Rider programs in several states, and many more starting. The types of things that these groups are doing are far too many to mention in this article, but here are a few examples:

- (1) Participation in the annual POW/MIA Rally held each Memorial weekend in Washington D.C. known as "Rolling Thunder".
- (2) Sponsoring or participating in local Charity events and providing Community Service.
- (3) Raising money for such organizations as local VA Hospitals, Battered Women and Children's Center, Varied Children and Youth programs, a School for Blind Children, Veterans Relief, Needy families and many, many others.
- (4) Sponsoring or participating in motorcycle "Runs" to benefit numerous charities, including charities for underprivileged children and medical research, just to name a few.
- (5) Participation in memorial ceremonies and community parades.
- (6) One group is spearheading an effort to erect a "Veterans Memorial Park" in the center of their Downtown area.

The recognition of local communities has marked the program as a true success. The American Legion Riders Group in Michigan was honored by the Local City Council and Michigan House of Representatives when they drafted a resolution declaring the American Legion Riders a valuable asset to the community. Motorcyclists can be a very dedicated group of people. When you combine this with the fact that they are Legionnaires, you create a win/win situation.

Who benefits from forming an American Legion Riders Group?

We all do!!!! Many of the groups, in existence today, have all had stories where some of their Post members were a little reluctant to let a group of "Bikers" in to their Post. After seeing what these groups were doing for the American Legion their opinion soon changed. Not only did the Post welcome them, but also in most cases did what they could to help support their efforts, by participating in some of the groups fundraising events. There are also many stories where the American Legion Riders group worked in conjunction with the Post to sponsor a program. The Post was glad to have their help and the Riders were honored to be asked. We were able to break down some barriers. Just because one person wears a leather motorcycle jacket and another wears a golf shirt and slacks, we now know that we can work together to promote the aims and purposes of the American Legion. The American Legion Riders was never intended to be a "Motorcycle Club". As stated, it is to be able to work with the Local Post to assist in promoting The American Legion.

Membership, Membership, Membership!! Literally every Post program of the American Legion Riders has brought in members that may not have joined the American Legion were it not for the Riders program. The Riders program has been able to spark a new interest to join the American Legion. Some of these members, who joined for the Legion Rider program, have gone on to serve as Officers within their Post. Conversely, we have also had Post members go out and purchase motorcycles just to join the Riders. There was one story from a Post that recently started an American Legion Riders group. It advertised for the first meeting of the group. They originally intended for only about six or seven members to show up to the first meeting. When the meeting started they had seventeen people wanting to join, nine of these people were joining The American Legion that night so that they could become members of the Legion Riders. Have you had a program that has brought in that many new members in one night lately?

Pure enjoyment!! The program was designed to have people work together and enjoy themselves. It may be a group of Riders working on a fundraiser for a local charity or it may be just a warm summer evening ride together or maybe just sitting at the Post sharing stories. It's all about members working together and playing together - it is there for them to enjoy.

Chapter 3

Operations

The American Legion Riders (ALR) are members of the American Legion, the American Legion Auxiliary, and Sons of the American Legion who are also motorcycle enthusiasts. They can be found participating in parades, partaking in motorcycling events, and supporting the communities in which they live and work in. The American Legion Riders is not a motorcycle club (M/C) and does not practice motorcycle rules or regulations. The American Legion Riders is family-oriented just as its parent organization: The American Legion.

The following will be a BRIEF description of the American Legion Riders as a program within the American Legion and it's chain of command. As a para military organization, the American Legion and American Legion riders has a chain of command for conducting business.

The American Legion Riders (ALR) operate in accordance with the American Legion Department of Florida rules and procedures and operate within guidelines as a program of the American Legion.

All members of the American Legion Riders must be a current member of the American Legion, Legion Auxiliary, or the Sons of the American Legion in good standing.

The American Legion Rider Department Committee sometimes referred to as the ALR State Committee shall consist of the following members: ALR Department Chairman, ALR Department Vice Chairman's, ALR Adjutant, Area Chairman, and one ALR District Chairman for each Legion district in Florida.

The ALR Area Chairmen, will represent the area at all State, Area, and District functions, and attend all Area Meetings. The ALR Area Chairmen will communicate with the District Chairmen, Area Commander, ALR Vice Chairmen assigned to his area, and the ALR Dept. of Florida Chairmen about all activities and events.

He/She will maintain all communications with his/her District Chairmen, within his/her Area. must be prepared to assist District Chairmen that need assistance with problems that may occur within his/her District, or the formation of new chapters.

The American Legion Department of Florida Department Commander appoints the American Legion Rider Department Chairman. The American Legion Riders (ALR) District Chairman is appointed by the American Legion Department of Florida District Commander.

The ALR District Chairman will represent the district at all State and District functions and attend all district meetings. The ALR District Chairman will communicate with ALR chapters within the District, and report to the American Legion District Commander and Department of Florida ALR Chairman & Officers on all activities and events.

He/She will maintain communication with all American Legion Riders Chapters within the District and assist Legion Posts requesting to start an ALR Chapter.

The above and following pages are designed as an instruction manual. Always refer to the Current Standard Operating Procedures (SOP) American Legion Riders Department of Florida and Department of Florida, which takes precedence over this manual.

American Legion Department of Florida rules and procedures and operate within guidelines As a program of the American Legion All members of the AMERICAN Legion Riders must be a current member of the American Legion, Legion Auxiliary, or the Sons of the American Legion in good standing.

The American Legion Rider Department Committee sometimes referred to as the ALR State Committee shall consist of the following members: ALR Department Chairman, ALR Department Vice Chairman's, ALR Adjutant and one ALR District Chairman for each Legion district in Florida. The American Legion Department of Florida Department Commander appoints the American Legion Rider Department Chairman.

The American Legion Riders (ALR) District Chairman is appointed by the American Legion Department of Florida District Commander. The ALR District Chairman will represent the district at all State and District functions and attend all district meeting. The ALR District Chairman will communicate with ALR chapters within the District, and report to the American Legion District Commander and Department of Florida ALR Chairman & Officers on all activities and events.

He/ She will maintain communication with all American Legion Riders Chapters within The District and assist Legion Posts requesting to start an ALR Chapter. The above and following pages are designed as an instruction manual. Always refer to the Current Standard Operating Procedures (SOP) American Legion Riders Department of Florida and Department of Florida, which takes precedence over this manual.

American Legion, Legion Riders (ALR) Post Program incorporated in the Operation and/or in the Constitution, by-laws of the sponsoring Post. The following are Instruction guide lines. Always refer to the current Standard Operating Procedures, Department of Florida American Legion Riders for current information.

American Legion Rider Chapter is a Post level program. A Rider's Chapter MUST have a sponsoring Post taking their name and Post number with a minimum of FIVE riders. The members must be in good standing, having a current paid membership & valid dues card with the American Legion, Legion Auxiliary, or the Son's of the American Legion.

American Legion Riders that operate a motorcycle must have a valid Driver license with a motorcycle endorsement and insured as required by the state of their motorcycle registration origin and residency.

All American Legion Rider's Chapters in the State of Florida must be approved by the American Legion Department of Florida to be Chartered. The suspension or revocation of a American Legion Riders Charters rest with the American Legion Department of Florida Executive Committee (DEC) or the Department Finance Committee when the (DEC) is not in session, all decisions are final.

Required Officer of a Post level American Legion Riders Chapter. Director, Assistant Director, Secretary, Treasurer, and Sergeant-at-Arms.

Optional ALR Officers - Membership, Chaplain, Historian and Road Captain.

Director: He/She serves as the Chief Administrative Officer of the Chapter presiding over all meetings, Liaison to the American Legion Executive Committee of the sponsoring Post and supervises all ALR Chapter Affairs.

He/She will represent the Chapter at all functions and maintain communication with the ALR District Chairman and ALR Department of Florida Chairman & Officers. The Director will review and inform the ALR membership with Department of Florida American Legion Riders Standard Operating Procedures (SOP), Chapters By-Laws and sponsoring Post Constitution and By-Laws.

Assistant Director: He/She will perform all the duties as directed by ALR Chapter Director and in His/Her absence or disability execute the duties of Director.

Secretary: He/She will maintain all the records, keep a full and accurate reports of minutes & motions at meetings. Maintain a list of all members in good standing and their contact information. Maintain a log of all riders, passengers, events and group rides, hours and miles. Responsible for maintaining ALR Chapter Constitution, by-Laws and amendments. He/She will perform all other duties when called upon by the ALR Director.

Treasurer: He/She will maintain an accurate record of all financial transactions in accordance with the sponsoring Post's requirements, ALR and Post by-laws. Will deposit funds in a assigned bank account and disburse funds approved for Chapter operations. He/She is a signer of all Chapter bank accounts along with one Post member and responsible for maintaining the financial records of the ALR Chapter.

Sergeant-at-Arms: He/She will preserve order at meetings and gatherings of the ALR. Will perform all duties assigned by the ALR Director & assist the ALR Road Captain. Sergeant-at-Arms duties will be performed in accordance with the American Legion Department of Florida Sergeant-at-Arms Manual.

Membership: He/She will be responsible for verification of eligibility of prospective members, receipt of completed applications, verify motorcycle drivers license & Insurance required by their State residency. Will issue membership cards for each eligible and approved Member and collect his/her dues. Dues to be turned over to ALR Treasurer and ALR Secretary notified of membership for records.

Chaplain: He/She will Officiate (prayer) at the beginning and end of each meeting. Will also arrange visits to sick and distressed members and their families, report on sick and/or distressed members at ALR meetings, mail cards as appropriate.

Historian: He/She will record events, including photos, motorcycle rides & rallies, veteran function, Post and Chapter events.

Road Captain: He/She will be a current ALR chapter officer, posses a valid Florida driver's license with motorcycle endorsement and carrying current motorcycle liability insurance.

As a Road Captain, you should have the following basic objectives. You will provide for the safety and welfare of all individuals within the motorcycle group, and any surrounding motorists, bicyclists or pedestrians. Conduct a safety briefing before the ride and lead the group to its destination in a well organized, manner.

Direct the group to adhere to all motor vehicle laws & speeds and avoid creating or exacerbating a hazardous situation

(All ALR Chapter members, guest riders and passengers must sign a waiver and release liability form, provided by the American Legion Department of Florida American Legion Riders.)

This form is to be maintained by your chapter for liability.

All American Legion Rider's Chapters in the State of Florida must be approved by the American Legion Department of Florida to be Chartered. The suspension or revocation of a American Legion Riders Charters rest with the American Legion Department of Florida Executive Committee (DEC) or the Department Finance Committee when the (DEC) is not in session, all decisions are final.

Required Officer of a Post level American Legion Riders Chapter.

Director, Assistant Director, Secretary, Treasurer, and Sergeant-at-Arms

Optional ALR Officers - Membership, Chaplain, Historian and Road Captain.

Chapter 4

AMERICAN LEGION RIDERS REGULAR MEETING

All Officers should be in American Legion Rider Attire, wearing an official American Legion Cover, Sons of The American Legion Cover or Legion Rider Beret (No Ball Caps or other Headgear will be worn).

ALR Meeting Agenda

Director - The meeting is about to open. Officers shall take their stations.

Director - (1 rap of the gavel) The Sergeant-at-Arms shall close the doors of the meeting hall.

Director - (3 raps of the gavel), With Colors of our Country in place (or Post Colors), Hand Salute; Two.

Director - Please UNCOVER the Chaplain will offer Prayer

Chaplain - Let Us Pray.....AMEN.

Director - Resolution 288, adopted at the 67th National Convention, calls for designating a POW/MIA “Empty Chair” at all official meetings of The American Legion as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all the wars and conflicts involving the United States of America. Accordingly, at this time the SGT @ ARMS (**or who the Director designates**) will place the POW/MIA flag on the “Empty Chair” as a reminder for all of us to spare no effort to secure the release of any American Prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty, and a full accounting of those missing. Let us dedicate ourselves for this vital endeavor.

(Place the POW/MIA flag on the Empty Chair). *Please observe a moment of Silence for those who are serving and who served in defending our country from all wars and conflicts (60 seconds should be observed).*

Director - The SGT @ ARMS (**Or as the Director appoints**) will lead us in the Pledge of Allegiance.”

SGT @ ARMS) - “I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

Director - “ I now declare_____ ALR Chapter #____American Legion Riders, Department of Florida, regularly convened.” (1 rap of the gavel)

Director - Secretary Roll Call of Officers, reading of minutes and correspondence.

Secretary - a. Roll Call: Quorum Yes/No

b. Reading of previous meeting minutes.

Additions or Corrections. Motion to accept by: Seconded by:

Pass or Fail.

c. Correspondence

Director - Introduction of guests and new prospective (ALR) members.

Treasurer - Reading of the Financial Report. Motion to accept the reading of the Treasurer report, subject to Audit. Seconded by: Any Corrections.

Vote on the motion, Pass or Fail.

Committee Reports:- 1) Director 2) Assistant Director 3) Membership

4) Road Captain 5) Standing and special committees.

Unfinished business -

Voting on ALR Candidates - Initiation of new ALR member.

New business and correspondence -

For the good of the American Legion, Legion Riders - (funeral to attend, members illnesses, members in need, any information member might need.)

Director - “Is there any further business to come before the meeting?

Director - (3 raps of the gavel) Please uncover, The SGT @ ARMS (**or who the Director designates**) will retrieve the POW/MIA Cover from the empty Chair.

Director - The Chaplain will lead us in a closing prayer.

Chaplain - Let us PrayAMEN

Director -

Director - Please recover, hand salute (Or Retrieve Colors), TWO.

Director - “ I now declare _____ALR Chapter number_____ American Legion Riders, Department of Florida, regularly adjourned.” (1 rap of the gavel)

When conducting a meeting, making motions and proper procedures that are not covered by the American Legion Constitution & Bylaws , or Legion Riders (SOP) refer to “**Roberts Rules of Order**“ current Revised edition.

The American Legion Riders Regular meeting instructions were established to help ALR chapters in procedures. Procedures can be obtained by using the Officer’s Guide and Manual of Ceremonies, American Legion National Headquarters.

Always refer to the current Standard Operating Procedures (SOP) American Legion Riders, and Department of Florida. When an issue is in question or not fully covered, please contact Department Headquarters in Orlando Florida.

Chapter 5

AMERICAN LEGION, LEGION RIDERS APPAREL, DRESS AND PATCHES.

ALR Vest / Patches.

American Legion Riders large/back patch (8 1/2" x 10") or (8 1/2" x 12") (authorized by American Legion National Emblem Sales) to be attached on the back of the vest, centered left to right.

American Legion Riders shoulder patch (4" x 3 1/2") or (4" x 5 1/2") (authorized by American Legion National Emblem Sales) to be attached to the right lower side of the front of the vest.

Rockers (authorized by American Legion National Emblem Sales) with one of four words: Veteran, Legionnaire, Auxiliary, SAL. Rockers may be placed as close as possible to the back or front of the vest below the ALR patch, but may not touch the patch.

THE LEGION RIDER LOGO IS TRADEMARKED.

NOTHING MAY BE WRITTEN

‘INSIDE’ OF THE LOGO AS IT WILL GO AGAINST

TRADEMARK LAW’S.

(THE LETTER COLORS MAY CHANGE, BUT NOT THE SHAPE)

United States Flag patch attached to the left upper side of the front of the vest with NOTHING ABOVE THE USA FLAG.

Individual patches and pins when placed on the vest will present a positive image of the American Legion Riders. The ALR Director, ALR District Chairman ALR Department Chairman can restrict patches and pins not appropriate.

ALR Dress and Apparel.

American Legion Riders attending Veterans Day, Memorial Day, Funerals and Special events shall wear the appropriate apparel. Dark pants, white shirt, shirts without sleeves are not considered proper attire for these events, ALR vest and appropriate Legion family headgear, ALR Beret (authorized by American Legion National Emblem Sales). Your apparel should reflect a positive image of the American Legion, Legion Riders, Department of Florida.

(Always refer to the current (SOP) Standard Operating Procedures, American Legion Riders, Department of Florida when you have a issue or question).

Chapter 6
American Legion Riders
Motorcycle Association

Post #/location _____

City, State, Zip _____

Application for Membership

Annual Membership Dues: \$_____ per year

NAME _____ NICKNAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

E-MAIL _____

Applicant is a member of:

American Legion _____ American Legion Aux _____ SAL _____

General Membership Approval _____ Disapproval _____

Birth Date:

By signing this application, i agree to waive and all claims against The American Legion, American Legion Riders, and all Members, of both organizations for any personal or property loss or damage which may occur as a result of my participation in the American Legion Riders Association. I understand that the above organizations cannot and will not assume responsibility for my safety and that if I participate in any sponsored ride or event I do so voluntarily, and I assume all risk and I release and hold The American Legion and American Legion Riders harmless for any personal injury or property loss which may result there from. I agree not to sue The American Legion or American Legion Riders for any injury or damage which may occur as a result of my own or my guests participation in any sponsored event and I agree to reimburse The American Legion or American Legion Riders for any and all losses they may suffers as a result there from.

I have read and understand the above agreement.

Member Signature _____ Date _____

Sponsor _____

New ____ Renew ____ Card # _____ Exp Date _____

Amt Recvd\$ _____ Cash _____ Check # _____

THE AMERICAN LEGION DEPARTMENT OF FLORIDA RIDERS EVENT

NAME OF EVENT: _____

PARTICIPANT REGISTRATION/RELEASE FORM

**MOTORCYCLE ACCIDENT WAIVER, RELEASE OF ALL LIABILITY AND
ASSIGNMENT OF CLAIMS**

As consideration for being allowed to participate in the event(s) described below I agree:

1. I acknowledge that motorcycle activity is a potentially hazardous activity which can be a test of a person's physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of riders equipment, vehicular traffic, actions of other people including, but not limited to organizers, participants, volunteers, spectators, agents, The American Legion, Department of Florida and its officers, directors and employees. These risks are not only inherent to riders, but are also present for passengers, spectators and volunteers. I hereby assume all of the risks of participating, viewing and/or volunteering in the event(s). I realize that liability may arise from negligence or carelessness on the part of the persons or entities organizing or conducting the event(s) and hereby release them of all possible liability. **I certify I am at least 18 years old.** I promise not to sue and agree to pay all court costs and all attorney fees that result from my action, civil or otherwise.

2. **I certify that I am physically fit with no known physical or mental impairment and have prepared for participation in the event(s). I acknowledge that this Accident Waiver and Release of Liability form will be used by the event holders, sponsors and organizers of the event(s), in which I may participate and that it will govern my actions and responsibilities at said events. I certify that I am not under the influence of any narcotic, alcohol or other drug that may impair my understanding or judgment and that I will not at any time during the event(s) operate my motorcycle under the influence of any narcotic, alcohol or drug. I certify that I have fully adequate insurance to cover all medical claims, the motorcycle and any other equipment and any damage or liability I may ultimately be found responsible for, during all travel to the point of my entry into the event(s), the event(s), the period between the end of the event(s). I further certify that I have all the insurance required by law and I am licensed and competent to operate a motorcycle in a safe manner and my license has all motorcycle endorsements or certificates required by my state of residence.**

3. **In consideration of my being permitted to participate in the events, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the event(s) or during my traveling to and from the event(s), THE FOLLOWING ENTITIES OR PERSONS: The American Legion, Department of Florida, officers, directors, employees, ride organizers, sponsors, representatives, agents, volunteers and (B) indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of any of my actions during the events.**

Accordingly, I do hereby release and discharge The American Legion, Department of Florida its officers, NECmen, directors, employees, event organizers, sponsors, representatives and agents, and their officers, agents and its employees from all claims, demands, and causes of action of every kind whatsoever for any death, damages and /or injuries which may result from my participation in the event(s). This shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

4. I hereby consent to receive medical treatment, which may be deemed advisable in the event of injury, accident and or illnesses during the event(s). I agree to pay for any and all costs related to medical response, treatment and transport on my behalf.

5. **I certify I will wear a Department of Transportation (DOT) approved helmet** as well as any personal protective equipment at the event(s) that is or may be required by the United States and/or any state in which my participation occurs and that my motorcycle, helmet, and all required personal protective equipment are in safe

operational condition. I agree to abide by the directions/rules given by the organizers of this event and understand that my privilege to ride may be removed without refund if I am in violation of the rules set forth or acting/performing in an unsafe manner, or any manner disruptive to the operation of the event(s). **The engine displacement of my motorcycle is at least 350cc, the minimum size allowed for participation.**

6. I agree to pay for all expenses (including, but not limited to lodging, food, beverages, gasoline, oil, repairs and maintenance and any other costs or expense I may incur) intending that The American Legion, Department of Florida shall be totally free of such costs and expense.

7. As additional consideration for being allowed to participate in the event(s) described below, I hereby assign to The American Legion, Department of Florida any claim I have or might have, in contract or in tort in any way, shape, form or fashion arising out of its action, the actions of other riders or anyone that participates in or comes in contact with participants in the event(s). This assignment is intended by all parties to be a full and complete assignment of any claim I have against The American Legion, Department of Florida and its officers, directors, employees, event organizers, sponsors, volunteers, representatives and agents may have against entities and individuals listed in this paragraph whether directly or through third parties. The intent of the parties is that The American Legion, Department of Florida officers, directors, employees, event organizers, sponsors, volunteers, representatives and agents shall be liability free with regard to anything in any way connected with the event(s).

8. I hereby release The American Legion, Department of Florida from any and all claims based upon or arising out of the use, reproduction, distribution, display or performance of all or any part of the photographs or recording, or any derivative thereof, including any claim of invasion of privacy or right of publicity.

I hereby certify that I have read both pages of this Waiver, Release and Assignment of Claims in its entirety, and I fully understand it and agree to its contents. Completion and signature on form indicates agreement to terms and conditions on both pages.

Location of Event(s): _____

Event(s) Dates: _____

PRINTED NAME: _____

SIGNATURE: _____ **DATE:** _____

*****THIS FORM IS TO BE KEPT ON FILE WITH THE POST FOR NO LESS THAN SEVEN YEARS*****

Chapter 8

FLORIDA LEGION RIDER PATCH



This Florida Legion Rider patch (to the left) has been "grandfathered in". If your Chapter was wearing this patch in 2012 no changes need be made. However, going forward, the new patches below will be worn.

The Legion Rider logo is trademarked.

NOTHING may be written 'inside' this logo as it will go against trademark law.

The letter colors may change, but not the shape.

*Rockers may be placed as close as possible below the patch but **may not touch the patch**.*

A rocker, as approved and sold by National Emblem Sales, with the following words is allowed:
Legionnaire, Auxiliary, SAL, Veteran



Chapter 9

Start Up Letter New Chapter

(Post Letterhead)

Insert Date

Department ALR Chairman
Department Headquarters
P O Box 547859
Orlando, FL 32854-7859

Dear Department Chairman,

At a regular meeting of the general membership of the post, held on (insert date of meeting), a motion was approved to allow the formation of a chapter of The American Legion Riders. The chapter, hereinafter to be called Chapter (Post number), will hold regular meetings at the Post home and will be under the general governance of the Post and the Department of Florida.

This letter is to serve as official notice that Post (number) approves and sponsors the formation of this chapter at our post and that all post requirements have been met.

Sincerely,

(name), Commander
Post (number)

Cc: File, Post Officers

Chapter 10 Road Captain

Congratulations! By deciding to become a Road Captain you have volunteered for the most important position within the American Legion Riders.

We just want to “Ride and have fun”. In order to have fun riding in a group, we have to be safe. That means having well qualified Road Captains. Your training with this manual will insure that you develop the skills necessary to become a competent and fully qualified Road Captain.

1. Objectives

As Road Captain, you should have three (3) basic objectives:

1. Provide for the safety and welfare of all individuals within the group, and any surrounding motorists, bicyclists or pedestrians.
2. Lead the group to its destination in a well organized, disciplined, manner.
3. Avoid creating or exacerbating hazardous situations.

2. Road Captain Qualifications

2.1. Road Captain Candidate Prerequisites

Road Captain candidates shall meet the following requirements:

1. Carry current motorcycle liability insurance.
2. Posses a valid Florida driver's license with motorcycle endorsement.
3. Be sponsored by a current Road Captain or a current Chapter officer.

2.2. Road Captain Qualifications

Once an individual has been accepted as a Road Captain Candidate, he or she must:

1. Demonstrate the skills necessary to act as a Road Captain including the following:

Captain.

- a. Attend at least one skills class provided by Head Road Captain.
 - b. Follow the sweep during a group ride.
 - c. Sweep group ride with a Road Captain observing.
 - d. Follow the lead during a group ride.
 - e. Lead group ride with Road Captain observing.
 - 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. Staging of groups.
 - j. Negotiate a group through an urban environment.
 - k. Demonstrate/discuss proper acceleration technique and good speed control.
 - l. Execute proper lane change in both urban and highway environments.
 - m. Demonstrate/discuss the ability to recognize the experience/riding capabilities of the entire group.
 - n. Demonstrate knowledge of the proper use of hand signals.
2. Demonstrate, verbally or in writing, a thorough knowledge of The American Legion Road Captain Training Manual.
 3. Have approval of the Head Road Captain and the Director.

3. Road Captain Responsibilities

As an American Legion Road Captain, you may be asked to perform several duties during a chapter ride. These duties include, but are not limited to, pre-ride briefings and inspections, being assigned to lead a ride, to sweep a ride or any mid sweep positions designated by the Head Road Captain.

As an American Legion 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.

3.1. Leading the ride. As a Road Captain assigned to lead a ride, you will:

- 1. Be in charge of group until final destination has been reached.
- 2. Responsible for ensuring the safety of the group.
- 3. Conduct a pre-ride brief for all riders.
- 4. Change route as actual road/weather conditions dictate.
- 5. Will lead at a pace that is appropriate for the road and traffic

conditions.

3.2. Sweeping the ride.

As a Road Captain assigned to sweep the group or groups, you will:

- 1. Be observant of any hazardous conditions or conduct and will Inform the Lead Road Captain at the earliest safe opportunity.
- 2. In the event the group becomes split and there are no other Road Captains in the group, the sweep will use his/her best judgment to determine which position (Lead or Sweep) to ride.

3.3. Other Duties.

If assigned to ride within the group and your section becomes separated from the main group you will assume the lead position of that section until your section rejoins the main body.

4. 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.

4.1. First Aid Kit should contain:

- 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

4.2. Tool Kit

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

5. Road Captains Pre-ride Briefing

The Head Road Captain, or his/her designee, will hold a Road Captain briefing 30 minutes prior to the departure of each ride.

6. Riders Pre-ride Briefing

Prior to each ride, the lead Rider or designee will conduct a briefing for the entire group. During this briefing the Lead Rider will review 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.
2. Stop Signs – Double up, proceed through as pairs and the separate back into staggered position.
3. Stop Lights – Stop if light turns red, regardless of position in the group, proceed on green or when safe.
4. Lane Changes – Pass signal back, do not move, sweep will move to block lane, once the lane is secured, Lead Road Captain 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 the rider behind you to get in.
6. Filling in a gap – if a gap occurs in the group while riding in staggered formation fill the position by changing track do not pass another rider.
7. Hand Signals

ALL HAND SIGNALS ARE TO BE PASSED BACK QUICKLY

- a. Single file.

- b. Staggered.
- c. Slow down.
- d. Speed up.
- e. Left turn.
- f. Right turn.
- g. Obstacle left.
- h. Obstacle right.

8. Emergency / Breakdown Events Procedure – If you are behind the event and can pass safely, keep moving cautiously. The sweep rider will stop and determine what is needed.

7. Riding Formations

The basic formation for all riders is the staggered formation. Road conditions will dictate when the Lead Road Captain will place the group in a single file formation. In some instances, the group may ride in a parade (side by side) formation. These instances must be clearly identified during the pre-ride brief.

8. 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.

9. 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 preformed 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 for preparation for turning onto an intersection roadway or exiting a freeway. Lane changes should be kept to a minimum and, whenever possible, should be thought out in advance.

Lane changes – pass signal back, do not move, sweep will move to block lane. Once the lane is secured, lead rider will move, move only after the rider in front of you does.

10. Passing

Passing refers to a 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 which 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 Lead Road Captain determines there is sufficient room for the group to start passing safely, the Lead Road Captain 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. Make sure there is sufficient room for the rider behind them to move into the lane.

Chapter 11 Yearly Report

Department of Florida American Legion Riders
Yearly Report 20XX-20XX

Reports are due to Department by April 25th

(NOTE: This form and due date may change from year to year)

Chapter # _____ District _____

Chapter City _____ Date of Charter _____

Mailing Address

City _____ Zip _____

Email Address

Website URL

Total # Chapter Members _____

Legion _____ Auxiliary _____ SAL _____

How many own Motorcycles _____

of Legion Program Supported _____ # of Local Charities
supported _____

of Veteran Charities supported _____

Total miles _____ Hours Donated _____

Total Money donated _____

Chapter Secretary Signature

Date

Chapter Director Signature

Date

ALR Chapter of the Year – Use the back of this form to write a narrative stating why you believe your Riders Chapter should be Chapter of the Year. A runner-up will also be chosen. Give details about your members and achievements that are not asked for on this form.

Chapter 12 **Officers Report**

Department of Florida American Legion

Riders

20XX-20XX Officer Report

Chapter # _____ Due to Department by June 1st

Office	First/Last Name	Phone Number	Email address
Director			
Assistant Director			
Road Captain			
Sgt-at-Arms			
Membership Chairman			

Chapter 13

ALR Mileage clarification

When counting hours and/or mileage for End of Year reporting the following can be added up:

Any sanctioned activity by the Post ALR. (ex: A ride to support a funeral, soldier homecoming, poker run to raise money, membership drive, job fair, etc.)

Any activity held by the post that you are working. (Friday night dinner, Bingo night, Thanksgiving Dinner for the community, etc.)

An American Legion Post activity that you are working that falls under other programs. (ex: visiting post members who are sick is under VA&R, interviewing Boys/Girls State candidates, participating in the Post Oratorical contest, etc.)

What you can't count are "just thought I'd come by" visits to the post, a night out with the guys, a ride because it's a nice day, etc.

Chapter 14

Participation Recognition

In order for your District/Chapter to receive recognition for rides made, please send the check to Department Headquarters.

MAKE SURE you let Department know who raised the money (Riders, Legion, SAL or AUX) and what charity to send the money.

National makes a recognition plaque for every donation to the Legacy Run over \$500.00. When checks are sent to Department please be very clear who raised the money so the proper recognition will be on the plaque.

Chapter 15

Track Sheet

For the purposes of keeping track of your yearly events
This will make it easier to complete your End of Year Report

Date of Event	Charity Name	Amount Raised	Miles Traveled	# of Riders

Chapter Director _____

Chapter 16
AMERICAN LEGION RIDERS OF FLORIDA
STATE RALLY HOST APPLICATION

Process:

1. **Computer generate** complete answers to all questions on the back of this form. No hand written applications will be accepted.
2. Rally Committee Reviews all applications
3. Document the best venues
4. Contact Chapter Directors for clarifications if needed
5. Committee Discussion and visitation of possible venue(s)
6. Rally committee votes for best location
7. Contact venue and let them know they have been chosen
8. Have the Chapter Director work with the committee or designate a helper from that chapter who will help the process of planning the Rally
9. Determine where the proceeds will go to from the Rally
10. Start process of planning the Rally

**Submit application to the Department ALR Chairman
no later than Fall Conference.**

Chapter#_____District#_____

Contact Phone _____

Chapter Directors

Name:_____

If your Chapter's Post would like to host The State Rally, please answer the following questions and submit this application for consideration BY THE FALL CONFERENCE.

A. What does your area have to offer as far as entertainment?

B. What does your area have to offer as far as riding scenery?

C. How much parking on your grounds is available?

D. Is there camping area on your grounds? (Shower, sanitation, rest rooms)

E. Is there an outside area where a shower trailer, port-a-johns and a stage can be set up?

F. Does your Legion Post have a catering license or be willing to provide a beer garden permit for outside alcohol consumption?

G. Is there a large enough reception room inside your building where a band can set up & play if the weather is inclement?

H. Does your Legion have a weekend activity that would be in conflict or need to be considered in the planned schedule of The Rally? (Bingo, Special Events happening on that weekend? Are there any town festivals or events that may be a conflict or cause problems with travel and/or accommodations?)

I. Can you provide security? Yes_____ No_____

J. Are there close residential homes which would have a problem with noise of motorcycles coming and going?

K. Is there Motel/Hotel accommodations close to your Legion/ which would give a discount for the attendees of The Rally?

L. Does your ALR Chapter have the volunteers to put the Rally together and provide the attendees with basic needs? Please keep in mind that rides, fund raising raffles, food and entertainment are all a part of The Rally Schedule.

M. Please provide a brief description of the area where you will host The Rally:

N. If your Legion Post/Chapter hosts the Rally what are your plans for the profit raised by the Rally?

DEADLINE - FALL CONFERENCE

Chapter 17 Proper Display of Flags

The following pictures illustrate a variety of situations ...



One window-mounted U.S. Flag
positioned on its own right
(the passenger side of the vehicle)
as the vehicle moves forward



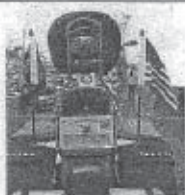
One fender-mounted U.S. Flag
positioned on its own right
(the passenger side of the vehicle)
as the vehicle moves forward



U.S. Flag positioned on its own right
as the vehicle moves forward;
size of the U.S. Flag is
equal to, or greater than, the other flag



U.S. Flag positioned on its own right
as the vehicle moves forward;
size of the U.S. Flag is
equal to, or greater than, the other flag



U.S. Flag positioned on its own right
as the motorcycle moves forward;
size of the U.S. Flag is
equal to, or greater than, the other flag



U.S. Flag positioned on its own right
as the motorcycle moves forward;
size of the U.S. Flag is
equal to, or greater than, the other flag;
both flags are positioned straight-up



U.S. Flag positioned on its own right
as the motorcycle moves forward;
size of the U.S. Flag is
equal to, or greater than, the other flag;
both flags are leaning outwards at the same angle



One roof-mounted U.S. Flag
positioned in the center
of the vehicle



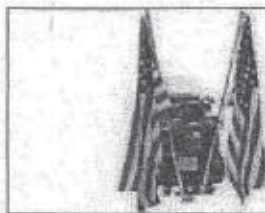
One U.S. Flag
positioned in the center
of the rear of the motorcycle;
flag is positioned straight-up



One U.S. Flag
positioned in the center
of the rear of the motorcycle;
flag is angled to the rear



Two roof-mounted U.S. Flags
of the same size and height
positioned on both sides of the vehicle



Two U.S. Flags
of the same height and size
positioned in the center
of the rear of the motorcycle;
flags are leaning outwards at the same angle

Chapter 18
American Legion Riders
Motorcycle Association
Chapter By Laws Template

Post # _____ Location _____

City, State, Zip _____

State of Florida, Chapter Charter

Purpose

The American Legion Riders is formed to promote the aims and purpose of The American Legion as **a family oriented motorcycling activity for members** of The American Legion, The American Legion Auxiliary, and the Sons of The American Legion.

By Laws

1. Membership

Must be one of the following -

- A. A current member of the American Legion
- B. A current member of the American Legion Auxiliary

C. A current member of the Sons of the American Legion

II. Officers of the Association Chapter

A. Director

B. Assistant Director

C. Secretary

D. Treasurer

E. Sgt-at-Arms

F. Historian *

G. Membership Chairman *

H. Chaplain *

I. Road Captain*

(* These officers are at the discretion of the chapter)

III. Elections

A. Election of chapter officers will be held annually at such time as determined by the Department ALR Constitution and By Laws.

IV. Duties of association Chapter Officers

These duties as determined by the Department Constitution and By Laws may be added to, but not diminished.

V. Meetings

Meetings will be monthly. The Department Constitution and By Laws may be added to, but not diminished.

VI. Finances

The Department ALR Constitution and By Laws may be added to, but not diminished.

Section 1. The revenue of the ALR shall be derived from such membership fees or dues and from such other sources as may be approved by the ALR Executive Committee and approved by the respective American Legion Post Executive Committee. ALR dues are not required at the Department level.

Section 2. The amount of such ALR membership or initiation fees and the amount of such annual dues shall be fixed and determined by the ALR Executive Committee and approved by the sponsoring American Legion Post Executive Committee.

Section 3. The ALR Director or ALR Treasurer will provide a monthly financial report to the sponsoring American Legion Post Executive Committee

Section 4. The ALR Chapter is a program of the Post and, as such, all funds received and/or dispersed by the ALR Chapter must fall within the guidelines of IRS law. (See publication 557 of the IRS)

VII. Expulsion

Any member may be expelled or suspended from the Association by a majority vote of the general membership at a regular Chapter meeting or special Director's meeting of the Chapter.

VIII. Governing Rules

Each Chapter may elect to adopt a set of standing rules to govern its Membership or, at the Chapters discretion, amend these By Laws. These standing rules, or By Laws amendments, shall be no less stringent, nor can they be in any conflict with the National or Department Constitution and the By Laws of the American Legion or those of the Sponsoring Post.

IX. Order

Chapter 19

AMERICAN LEGION RIDERS

INSTALLATION

INSTALLING OFFICER: “You have been chosen to fill the various Offices of this Post’s American Legion Riders group. You will, know, and vindicate the trust that has been reposed in you, and fulfill in every way the obligations that trust entails.

You will remember that we are the true family of the American Legion, because we embrace all members of the American Legion Family, without regard to their affiliation to the American Legion.

You will at once familiarize yourselves with the Duties of your particular offices and you will proceed upon those duties in the same spirit of devotion and endeavor that characterized those of your affiliation to the American Legion.

You must know that the welfare and success of this Rider group depends largely on you: And You must also know that upon your shoulders equally rests the burden of preserving the integrity of the American Legion. By wearing of that patch you are the most obvious participants of the American Legion Family.

You, therefore, must ensure that the conduct of this American Legion Riders Group is above reproach. What you and your group do and how the public views you, reflects upon the entire American Legion Family. You must protect and advance its good name before the people of this community, state and Nation.

You must exult it in their eyes. You must make them know, as we know, its purposes and its policy. There is no rank among us for each serves as the equal of our comrade: and You must strive toward the same goals as the American Legion, by supporting the principles and programs of the American Legion Family, Post and community.”

You will raise your right hand and repeat after me, and give your name where I give mine:

“I _____, do solemnly pledge myself; to perform faithfully and impartially; the duties of the office; in the American Legion Riders Chapter _____; that I am about to assume; And I Further pledge; I will support the goals and principals of The American Legion; I attest that I am not a member of; and do not subscribe to; the principles of any motorcycle club or group; opposed to our form of government.”

Turn and face the audience,

I present to you the Officers of your choice. I congratulate you on the selections you have made. Now that you have chosen them to guide the destinies of this Chapter _____, it is your duty to aid them in every way.

Remember they represent the entire family of the American Legion. Help them keep the American Legion Riders a free organization of Free Men and Women, faithful to its principals and ideas.

