



ROAD CAPTAIN MANUAL

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Table of Contents

ROAD CAPTAIN TRAINING	3
Introduction	3
Objectives	3
Prerequisites	3
Qualifications (Upon Acceptance as a Road Captain Candidate)	3
Practical Exercises (PE)	
All Road Captain Candidates must demonstrate the following skills to become a fully qualified Road Captain:	4
Final Approval as a Road Captain	4
ROAD CAPTAIN GUIDELINES	5
Sweep Duties	5
Road Captain Safety Equipment	6
Meeting Place & Time	6
Pre-ride Briefing	7
Riding Formations	8
Hand Signals	9
Annual Review	9
Appendix	9

ROAD CAPTAIN TRAINING

Introduction

Congratulations! By deciding to become a Road Captain, you have volunteered for the most important position within our HOG chapter. At Frontier HOG, we 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 we would not have selected you as a Road Captain Candidate. This manual and your subsequent training will ensure that you develop the other skills necessary to become competent and fully qualified Road Captain.

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 ensure the safety of our members and guests on Chapter rides.

As Road Captain, you have three basic objectives:

1. Provide for 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

Prerequisites

Prior to applying to begin Road Captain training, the successful candidate must meet the following qualifications.

1. Valid driver’s license with a motorcycle endorsement
2. Currently registered motorcycle
3. Approval of the Head Road Captain
4. You must be assigned a mentor, which will remain with you during the entire training process.

Qualifications (Upon Acceptance as a Road Captain Candidate)

All Road Captain Candidates must become familiar with the following:

1. The Road Captain’s Manual
2. Attend Group Rider Orientation, conducted by the Safety Officer
3. Successfully complete the Practical Exercise as outlined in the next section.

Practical Exercises (PE)

All Road Captain Candidates must demonstrate the following skills to become a fully qualified Road Captain:

1. Demonstrate the skills necessary to act as a Sweep. ([See Road Captain Guidelines, Sweep Duties](#))
 - a. **PE # 1**
 - i. Following behind in an alternating position, the candidate will observe the mentor riding Sweep.
 - b. **PE # 1.1**
 - i. The candidate will ride Sweep, being observed by the mentor following behind in an alternating position.
2. Demonstrate the skills necessary to act as the Lead Road Captain including the following: ([See Road Captain Guidelines, Lead Road Captain Duties](#))
 - a. **PE # 2**
 - i. The candidate will ride wingman to the mentor (who will be the Lead Road Captain) observing and participating in the following activities:
 1. Plan the route for one ride.
 2. Demonstrate a proper pre-ride brief.
 3. Demonstrate proper acceleration technique and good speed control.
 4. Execute proper lane changes.
 5. Demonstrate the proper technique for passing vehicles in the oncoming traffic lane (if encountered).
 6. Demonstrate an awareness of environmental changes including weather and road conditions (if encountered).
 7. Demonstrate knowledge of the proper use of hand signals.
 - b. **PE # 3**
 - i. Riding as the Lead Road Captain, the candidate will be responsible for executing all of the requirements outlined in **PE # 2**.

Final Approval as a Road Captain

Once the Candidate has completed the practical exercises, final approval to become a fully qualified Road Captain resides with the Head Road Captain. In making the final determination, the Head Road Captain may consider input from the cadre of qualified Senior Road Captains relative to the Candidate's ability to think clearly and make good decisions. The Head Road Captain will award the Candidate his or her Road Captain patch, making the Candidate a fully qualified Road Captain. Once a year, usually during the off-riding season at a fall or winter holiday event, all Road Captains approved for the year will be formally recognized.

ROAD CAPTAIN GUIDELINES

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. Road Captains and Candidates will meet annually (semi-annually if needed) with the Head Road Captain to discuss any necessary ride calendar adjustments and general Chapter related business. *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.*

Lead Road Captain Duties - A Road Captain must be Qualified and Proficient to lead a Chapter Ride and perform the following duties:

1. Plan the ride including, the route, destination, and other pertinent information.
2. Submit a ride request to the Head Road Captain (using the [Ride Planner](#)) with all of the information above in 1 including a prospective date and time for the ride.
3. Lead a group of riders in a safe manner until the final destination has been reached.
4. Execute his or her best judgment in situations not specifically covered in these guidelines.
5. 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.
6. Conduct the pre-ride briefing for all riders.
7. May change the route as actual road and/or weather conditions dictate, or may cancel the ride when necessary.
8. 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.
9. Assure that a first aid kit and basic tool kit is available for the ride.
10. Bring a list of Road Captains numbers and a cell phone to stay in touch with the other Road Captains and to call 911 if necessary.
11. Determine who on the ride is First-Aid and CPR qualified.
12. Lead at a pace that is appropriate for the riding abilities of the group, obeying all traffic laws.
13. Plan, Brief and Lead a minimum of one (1) ride within a riding season to maintain his or her proficiency as Road Captain. In the event these requirements are not met, the Road Captain must regain their proficiency by planning, briefing and leading a ride while being evaluated by a current qualified and proficient Road Captain.
14. 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.

Sweep Duties

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.
 - e. Should carry a well-stocked [first aid kit](#) on the ride (see [Special Note](#) under [Road Captain Safety Equipment](#))
 - f. Should carry a well-stocked [tool kit](#) on the ride. (see [Special Note](#) under [Road Captain Safety Equipment](#))
 - g. Should carry a cell phone to stay in touch with the other Road Captains and to call 911 if necessary.

Road Captain Safety Equipment

1. First Aid Kit

All Road Captains should carry a well-stocked first aid kit if possible.

2. Tool Kit

Although Road Captains are not mechanics, all Road Captains should carry 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, electrical tape, and zip ties.

3. Communication

Clear and precise communication is critical during the pre-ride briefing as well during any critical incident. The communication shall contain, but is not limited to, the following information and documents.

- a. The Pre-Ride Checklist and Ride Planner shall be completed.
- b. Camera (*Smartphone is acceptable*).
- c. List of Road Captains cellular telephone numbers.
- d. The National HOG Road-Side Assistance Number (888-443-5896)
(National Membership Required).

Special Note: *It is recommended the Road Captains and Sweeps carry specific equipment on official Chapter rides (i.e. Tool kit, First-Aid kit, & Communication device). In the event the motorcycle of either a Road Captain, Sweep, or both is not equipped with saddlebags or other devices capable of carrying this equipment, the Road Captain leading the ride will use their best judgment in an attempt to accommodate this recommendation.*

Meeting Place & Time

The Road Captain will determine the meeting place and time for each ride. Local rides will normally meet and depart from Frontier's parking lot. All 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 multiple Road Captains going to the same final destination. Overnight ride meeting locations will be pre-determined by the Road Captain planning the ride. 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.

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.

The Road Captain shall conduct the pre-ride briefing utilizing the Pre-Ride Meeting Checklist. The briefing should be done as expeditiously as possible. The following talking points should be covered prior to every ride.

1. **Identify Road Captains and Sweeps** – make sure they will be easy to identify on the ride.
2. **Discuss the ride destination** – include any information riders should have about the destination.
3. **Discuss the route** – mention any hazards or special conditions riders may encounter.
4. **Staggered Riding Formation** – 1 sec interval minimum, alternating lane positions.
5. **Stop Signs** – double up, proceed through as pairs and then return to normal staggered formation.
6. **Stop Lights** – stop if the light turns red, regardless of your position in the group. Proceed on green when the way is clear.
7. **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.
8. **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!
9. **Safety** – although it is a group ride, safety is a personal responsibility.
10. **Hand Signals** (Basic Signals are listed at the end of this manual)
 - a. Single file
 - b. Staggered
 - c. Slow down
 - d. Speed up
 - e. Left turn
 - f. Right turn
 - g. Obstacle left

- h. Obstacle right
 - i. Pull over
11. **T-Clock** – review the safety check:
- a. T- Tires and Wheels
 - b. C- Controls
 - c. L – Lights
 - d. O – Oil
 - e. C – Chassis
 - f. K – Kickstand
12. **Accident or Breakdown Procedure**

The Sweep

The Sweep, along with a witness, will stop to assess the situation and/or:

- a. Ensure all other riders continue with the planned route,
- b. Direct traffic away from incident/accident and administer first aid to any injured parties,
- c. Call 911 if necessary,
- d. Remain with the disabled vehicle to provide any needed assistance as long as necessary, and
- e. 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

- a. Will continue to either the next planned stop, or to a safe location that will accommodate the remainder of the group.
- b. Contact the Sweep and obtain the information regarding the accident/breakdown.
- c. Determine what action to take after discussing the situation over with the Sweep.

13. **Return route/way home** – The Road Captain will:
- a. Reiterate safety as discussed during the initial briefing.
 - b. Verify that riders are familiar with their return route.
 - c. Lead the return group ride when necessary.
 - d. Verify if the ride will be led home or riders return at their leisure.

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 conditions.

Hand Signals

Hand signals will be used to maneuver the group, change formation or point out hazards.

Hand signals should be given in a timely manner. Not so early that they are meaningless, and not so late that they become unnecessary.

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.

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 HANDSIGNAL IF SAFETY REQUIRES TWO HANDS ON YOUR HANDLEBARS

Annual Review

On an annual basis, the Head Road Captain and Senior Road Captains will review this manual 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.

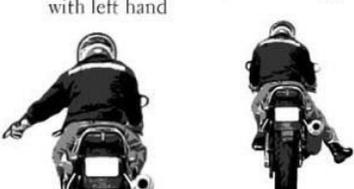
Appendix

- [Common Hand Signals for Group Riding](#)
- [Pre-Ride Meeting Checklist](#)
- [Ride Planner](#)

Common Hand Signals for Group Riding



MSF's Guide to Group Riding: Hand Signals

<p>Stop - arm extended straight down, palm facing back</p> 	<p>Single File - arm and index finger extended straight up</p> 	<p>Turn Signal On - open and close hand with fingers and thumb extended</p> 
<p>Slow Down - arm extended straight out, palm facing down</p> 	<p>Double File - arm with index and middle finger extended straight up</p> 	<p>Fuel - arm out to side pointing to tank with finger extended</p> 
<p>Speed Up - arm extended straight out, palm facing up</p> 	<p>Hazard in Roadway - on the right, point with right foot; on the left, point with left hand</p> 	<p>Refreshment Stop - fingers closed, thumb to mouth</p> 
<p>You Lead/Come - arm extended upward 45 degrees, palm forward pointing with index finger, swing in arc from back to front</p> 	<p>Highbeam - tap on top of helmet with open palm down</p> 	<p>Comfort Stop - forearm extended, fist clenched with short up and down motion</p> 
<p>Follow Me - arm extended straight up from shoulder, palm forward</p> 	<p>Pull Off - arm positioned as for right turn, forearm swung toward shoulder</p> 	

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Pre-Ride Meeting Checklist ([Online Form](#))

Pre-Ride Meeting Checklist

- Identify Road Captains and Sweeps - make sure they will be easy to identify on the ride.
- Discuss the ride destination - include any information riders should have about the destination.
- Discuss the route - mention any hazards or special conditions riders may encounter.
- Staggered Riding Formation - 1 sec interval minimum, alternating lane positions.
- Stop Signs – double up, proceed through as pairs and then return to normal staggered formation.
- Stop Lights – stop if the light turns red, regardless of your position in the group. Proceed on green when the way is clear.
- 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.
- 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!
- Safety – although it is a group ride, safety is a personal responsibility. If it isn't safe to pass, go through an intersection or turn – DON'T.
- Review Hand Signals
 - Single file
 - Staggered
 - Slow down
 - Speed up
 - Left turn
 - Right turn
 - Obstacle left
 - Obstacle right
 - Pull over
- Review the T-Clock safety check with all riders.
 - T — Tires and Wheels
 - C — Controls
 - L — Lights
 - O — Oil
 - C — Chassis
 - K — Kickstand
- Accident or Breakdown Procedure - If you are not involved, follow Road Captain. Sweep will stop and will contact Road Captain to determine best plan of action.
- Return route/way home - verify if ride will be led home or riders return at their leisure. If ride led home, announce time and place for meeting to depart.
- Leave on time.



Ride Planner (Use Form Online)

Ride Planner

Ride Planner for Frontier HOG Chapter #4367

* Required

1. **Email address** *

2. **Event Name:** *

3. **Destination:** *

4. **Event Type:** *

Mark only one oval.

Closed: Chapter events which are open to chapter members and one guest per member. Non-member release form required.

Open Events: Chapter events which are open to chapter members, national H.O.G. members and other guests as desired. Non-ember release form required.

Member Events: Events open only to H.O.G. members

5. **Road Captain:** *

6. **Start Day/Date** *

Example: December 15, 2018

7. **End Day/Date**

8. **Meeting Time:** *

Example: 8:30 AM

9. **Departure Time:** *

Example: 8:30 AM

10. **Estimated Mileage:** *

11. **Route:** *

http://frontierhog.com/About/Road-Captains/Ride_Planner