

Jackson Hog 2496



ROAD CAPTAIN HANDBOOK

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INTRODUCTION



Congratulations, by deciding to become a Road Captain you have volunteered for one of the most important and rewarding positions within our chapter. At Jackson 2496 HOG we want to “Ride and Have Fun”! Good, well-qualified Road Captains play a critical role in accomplishing this mission by making every effort to plan, organize, execute and ensure the safety of our members and guests on all chapter rides.

OBJECTIVES



Provide for the safety and welfare of all individuals within the group and any surrounding motorists or pedestrians.

Lead the group to its destination in a well organized disciplined and safe manner.

Avoid hazardous situations.

Ensure all rides are safe, fun and ones we can be proud of.

QUALIFICATIONS



Maintain a valid driver’s license with a motorcycle endorsement

Must be a current member in good standing of both National and Jackson 2496 HOG.

Must be a competent & confident rider with a minimum of six months riding experience.

Attend the “Group Riders Course” given by the Head Road Captain or Safety Officer.

Graduate of the “Experienced Riders Course” (recommend every three years).

Be an assistant Road Captain for three group rides.

Successfully Plan and Lead a Chapter Ride, evaluated by the Head Road Captain.

To remain a “Current” Road Captain you must perform a Road Captain duty (lead, wing, drag) at least one time per quarter.

If you are not “Current” you must perform as a wing or drag on a ride prior to leading your next ride.

HIGHLY RECOMMENDED QUALIFICATIONS



Complete “Basic First Aid / CPR Courses” (every three years).

Complete the “Bystanders Assistance Program” Basic and Advanced Levels.

RESPONSIBILITIES



Know and understand the chapter's current version of the "Road Captain Handbook".

Be knowledgeable of the state laws and safe riding guidelines

Assists the sponsoring dealer and chapter directors in upholding the "Annual Charter for the J-HOG Chapter".

Educate chapter members about the "Roadside Assistance Program"

Encourage riders to attend Advanced MSF rider courses.

Assist in keeping the chapter informed of all H.O.G. Programs (ABCs, mileage, articles/pictures, rallies, etc.)

Promote safety of the group.

Set a safe, responsible example for the chapter members when riding.

Educate chapter members about group riding techniques.

Inform chapter members of any hand signals used by the chapter on group rides.

Assist in obtaining signed releases for guests and minors, and log sheet names.

Act as a guide for organized chapter rides.

Plan chapter rides, routes, maps; contact businesses at destination,

Assist members in finding way home at end of rides.

GUIDELINES



NEVER block intersections or streets to let the group onto a roadway.

Do lane changes ONLY when safe and clear to do so as an individual and to change lanes around any traffic in other lanes.

Safety of the group takes priority over individual riders and keeping the group together.

Be aware of the group's situation when leading chapter rides.... e.g. Waiting until the group gets caught up before increasing speed from stop signs / signals, or changing speed limits.

Don't run away from the group

Start slowing down and initiate signals well before a turn or stop.

Be sure you are in the correct lane for next turn or interchange.

In freeway riding, minimize lane changes especially with larger groups.

Instruct members to fill gaps in formation by moving forward in their current lane position.

Instruct new riders to minimize speed variations by riding toward front of group.

If cannot lead a ride, contact other road captains for replacement. If none is found contact Director or Asst. Dir. to cancel ride.

All road captains are expected to attend the monthly Road Captain Meeting.

Veteran Road Captains should help and mentor newer road captains.

Road captains should carry copies of ALL current versions of Sign-in, 3 Release, and Injury forms with them and for getting completed forms back to Membership Chairman.

If any changes are made to a ride, the lead road captain makes sure the Director, Assistant Director, Head Road Captain, Activities Officer, and Webmaster all are aware of any changes so they can be posted to the Web Page.

Head Road Captain/Safety Officer makes sure all current road captains have a FIRST AID KIT and "road captain's check list".

Take up any safety issues or concerns with the Head Road Captain/Safety Officer or Director.

Make sure all members realize they can and should report any safety concerns to the road captains on a ride or to the Head Road Captain / Safety Officer.

If it is necessary, for safety reasons, to "have a talk" with a member during a ride, it should be done in private at the first safe opportunity. Make sure there are two of you when you do so. The lead road captain on the ride will decide what action should be taken to ensure the safety of the group. Please use extreme diplomacy if this becomes necessary.

At no time should a member be left behind without concern for their safety. They must be able to get home safely from anywhere they are led by this chapter.

There are only 3 "Official" road captains on a given ride, a Lead, Wing and Drag.

All other road captains should take directions from "Official" Lead, Wing or Drag.

All Road captains on a ride are expected to look out for safety issues and make "on the spot" corrections if safe to do so, or there is imminent danger to a rider or the group's safety.

When possible it is good for one or two road captains to be at the back of the group to assist the drag or take over as drag in case the drag has to stop to help a disabled rider.

Other road captains should place themselves throughout the group in case the group gets separated and a road captain needs to take the lead of the split group until they join the main group.

All road captains on a ride should know the route whether in an official capacity or not.

Road captains not lead or drag on a ride should make sure there is a CB radio next to lead and drag (if they do not have one).

LEAD ROAD CAPTAIN



Leads chapter rides.

Is responsible for “setting an example” for the group.

Should exercise total control over their own riding preferences for the benefit and safety of the group.

Position additional road captains (more toward center and rear of group in case of emergency.)

Position CB radio owners next to lead (if lead does not have one) and toward rear of group next to drag (if drag does not have one).

Should act in the most disciplined and safest manner possible.

Sets the pace for the ride based on rider’s skills, traffic flow and environmental conditions.

Initiates hazard hand signals (oil, sand, gravel, potholes, debris, and animals, among others).

Pre-Ride routes before the ride (if at all possible).

Conduct pre-ride briefing at least 10 minutes before departure time.

Use Road Captain “check list” to instruct riders at rider’s pre-ride briefing.

Provide maps and /or route sheets for more complicated rides (always useful but not mandatory).

Always go over route, planned stops, re-grouping spots...etc during the pre-ride briefing.

In planning rides, minimize LEFT turns at UNPROTECTED intersections where practical.

Assure Drag road captain knows the route. Send maps or directions in advance.

When parking, go to the BACK of the parking area (to clear roadway of bikes ASAP) before finding parking spot or gas.

Park at the diagonal so not have to back in, all others should follow

Return completed forms to Lock Box and Lock it up.

DRAG (SWEEP) ROAD CAPTAIN



Brings up the rear of the group.

Makes sure he/she knows the route.

Assists Lead Road Captain in any way requested.

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

Is the road captain in charge in case of accidents. Directs actions of other road captains on scene

Should have emergency numbers and cell phone. Monitors CB channel 35.

Makes sure that all bikes have their “Running Lights” OFF and their own are ON, before leaving start location.

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

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

ROAD CAPTAIN HINTS/TECHNIQUES



Learn to read traffic signals ahead and adjust the group's speed to minimize having to stop the group.

Check (when safe) signal lights in your rear view mirror to see if the entire group makes a light.

Start slowing down when you pass the white and black "Speed Zone Ahead" signs so group will be at correct speed when you enter the reduced speed zone ahead of you.

Wait till the end of the group has passed into an "increasing" speed limit zone before you speed up so they will not have to break speed laws to follow the group.

When a map is created for a route, if convenient, convert it to html/gif/jpg and send it to your drag before the ride..or email directions so they know in advance of the ride. You can even email it to the webmaster and have him put it on the web calendar for the ride.

PLANNING THE RIDE



Ride the route or conduct a map reconnoiter

Prepare a map of the route indicating the stops

When there are three lanes, use the middle lane. This allows faster traffic to pass and vehicles to enter and exit the highway

Avoid congested areas if at all possible

Plan stops to avoid gravel lots and left-hand turns

Plan gas stops for the bikes with small tanks

If you have a large group stopping at a restaurant—call ahead for reservations

Coordinate with the police for large activities

Never block traffic

Carry your HOG Touring Handbook

LEADING THE RIDE



Conduct a safety and route brief before departing

Remind all bikes with more than one headlamp to turn off auxiliary lights

Drive within the speed limit. Bikers at the rear may have to drive a little faster to close gaps. Driving too slow may create a problem; drivers in vehicles may become impatient and try to pass the entire group

Know the route well enough so you can signal your intentions to turn well in advance. Use signals for lane

changes. If you find yourself at a turn too quickly or miss it, continue until you can turn the entire group safely

Lead from the left third of the lane with an assistant in the right third

Have an experienced biker that knows the route at the rear as the Drag Man (DM)

New riders should be behind your assistant. You can control the speed and safety of the group better if the new bikers are close to you

Use CBs and cell phone if available

PARTICIPATING IN THE RIDE



Start the ride with a full tank of gas

Ride in a staggered formation

Ride at a constant speed

Let the bikes behind you set the pace. If a biker falls behind, slow down

Don't pass a vehicle unless the entire group can pass

In heavy traffic, it is better to slow down and stay behind a vehicle than to make unnecessary lane changes

Be aware of how the weather will affect the bikers. Too hot, too cold, or wet weather will dictate changes. You may have to stop more often in hot or cold weather or have an unscheduled stop because of hard rain

Close the formation to a column of two's at stops

At scheduled stops, get with the group and ask if there are any problems or safety issues. Tell them how long the stop will be and hold them to it

EMERGENCY STOPPING



Every biker should have a buddy who will stop with them should they have problems. The designated DM will also stop, estimate the situation, and report to the RC at the next available stop

If a biker has to stop or goes down, everyone will turn on their flashers so that the RC will know that here is a problem

It is unsafe for a large group to stop on the side of a road. The group will continue to the next available stop and wait for the designated last biker to report. Based on the report, a decision will be made as to whether the group continues on or waits for the stopped bikers

FORMATION RIDING



Staggered Formation: Lead biker in left 1/3 of lane, next biker in right 1/3 of lane, one second behind the first biker, and so on. Bikers should be able to maneuver left or right to avoid a hazard without hitting another biker. Stay in line with the bike in front of you. Do not switch between left and right side of the lane. If a biker drops out, close the space by moving straight forward



Single File Formation: All bikes ride in a single file, two seconds behind one another in either the left or right third of the lane. The lead rider will determine which side of the lane the group will ride

Passing: Pass one bike at a time, in a staggered formation. Signal. If you have a passenger, they should signal as well. The lead biker will have to get far enough ahead of the passed vehicle to allow all the bikes to get around and back in formation.

HAND AND ARM SIGNALS



Hand signals are a great way to get your message to all riders. They are imperative to all the fellow riders without headsets. Every bike in the group will relay the signal. Hand and arm signals should never be substituted when functional turn signals are present. Use them both!



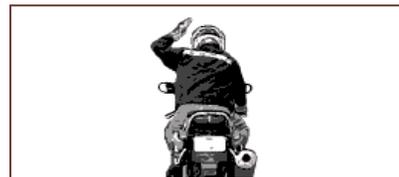
Stop: Arm extended down, palm facing back. May turn hand around front to back repeatedly.



Slow Down: Arm extended outward and your palm facing down. Moving your arm down and back up to level.



Speed Up: Arm extended downward and your palm facing up. Moving your arm up and back down.



Heads Up: Open your hand and tap the top of your helmet. This may or may not be followed by additional hand signals.



Road Hazard: Extend and point using your left index finger or right foot depending on the direction of the hazard.



Railroad Crossing: With arm extended down, palm facing back. Move your hand left and right as if to trace the rail crossing.



Single File Formation: Arm straight up with index finger extended.



Staggered Formation: Arm straight up with two fingers extended.



You Lead / Pass Me: Arm extended outward. With your index finger swing arm in an arc from rear to front.



Need Gas: Point to your tank. This may have to be slightly exaggerated for others to see it.



Need Food/Drink: Point to your mouth using your index finger or thumb. This may be slightly exaggerated for others to see it.

Additional hand signals may be necessary. Brief any additional hand signals to the riders prior to the ride. Do not add signals during the ride as this may confuse riders and cause an unsafe environment.

SAFETY BRIEFING



While bikes arrive, inspect bikes. Use the TCLOCS method. T: tires/wheels > C: controls/cables > L: lights > O: oil/lubricants/fuel > C: chassis & belt > S: sidestand

Introduce Primary RC, Wing, and Drag Road Captains

Ensure all riders other than the drag turn off their auxiliary lights

Explain route and stops

Explain riding in formations

- single file
- staggered
- side-by-side
- no crossing over
- road lane positions

Identify new bikers & tell them where to ride. It is preferred that newer riders are in the front to set the pace. This will prevent breaks in the formation later.

Review hand and arm signals

Review how to control stops, riding space between riders, cornering (SLPR) outside-inside-outside

No Road Rage, do not block intersections or run red lights

Emergency stopping procedures- buddy, horn, flashers, drag, group

Tell all riders with communication headsets the correct channel and ensure they do not talk over Road Captains.