



INDIANAPOLIS CHAPTER NO.1

CHAPTER #1238

ROAD CAPTAIN MANUAL

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1. OBJECTIVES

Riding is about having fun and enjoying the ride. It is about the journey, not the destination. Road captains play a critical role in accomplishing this task by making every effort to ensure the safety of our members, their guests, and the public. Road captains provide structure and leadership to ensure a safe riding experience.

2. Head Road Captain Role & Responsibilities

The head road captain is an elected office and reports to the chapter director and/or assistant director.

- a. Attend all officer and chapter meetings.
- b. Work closely with the safety officer, activities director and chapter manager.
- c. Abide by and enforce all chapter policies.
- d. Manage road captain program and schedule meetings as needed.
- e. Maintains a road captain roster including cell phone numbers and email.
- f. Assign lead and sweep positions on all chapter and dealer rides.
- g. Review routes for all chapter and dealer rides.
- h. Follows responsibilities and tasks listed in Section 3, road captain role & responsibilities.
- i. Reviews injury reports and forward them onto the director.

3. Road Captain Role & Responsibilities

- a. Must be an Indianapolis H.O.G. Chapter No. 1 member in good standing.
- b. Possesses a functioning C.B. radio or other approved two way radio device.
- c. Demonstrates adequate riding experience and safe riding techniques.
- d. Attend the mandatory Spring road captain's meeting.
- e. Handles issues in a calm, non-confrontational manner and provides leadership in emergency situations.
- f. Available to lead or sweep rides.

- g. Can complete and submit rides on the Harley Ride Planner to the head road captain.
- h. Completes the ride submission form and submits to the head road captain.
- i. Obtain signed release forms from guests and minors.
- j. Certification in first aid and CPR is preferred. Willingness to administer basic first aid if certified.
- k. Identify two riders in the back of the group to stop with the sweep in case of an incident.
- l. Complete injury and incident reports. Send to the head road captain no later than 24 hours of the incident.
- m. As a road captain, you are not officers of the chapter, but are ambassadors to the chapter and the dealership.
- n. The head road captain will be your sole contact person. Contact the head road captain if any problems or issues arise. The head road captain will advise on how to handle the situation and will discuss the issue with the director and/or assistant director. Do not address any road captain issues with other chapter officers.

4. Ride Lead Role & Responsibilities

The lead has the most responsibility for the overall ride. They set the pace, act as navigator, and make decisions regarding road conditions and possible route changes. Ride leads shall follow these guidelines:

- a. Come prepared for the ride. Know the route. Hopefully, the lead will have pre-ridden the route, however, at times, this is not possible.
- b. Check local D.O.T. websites for potential road closures at least one week before the scheduled ride. Be prepared to alter the route if needed.
- c. Exhibit safe habits such as hand signals, maintain appropriate speed, do not exceed posted speed limit by more than 5 mph.
- d. Conduct a pre-ride meeting covering the following topics:
 - i. Safety
 - ii. Route
 - iii. Ride Conditions
 - iv. Ride Formation

V. Hand Signals

- e. Large rides will be broken up into groups. Suggested group size is less than 12 motorcycles.

- f. Lead takes the left front position.
- g. Rides are in a staggered formation, 2 seconds behind the bike directly in front, 1 second behind the bike at diagonal. Trikes ride in the center with two second separation.
- h. Use turn signals and hand signals.
- i. Vacant spots in formation are taken by the next bike moving diagonally. Do not pass another bike.
- j. Group pace is maintained by the lead. All riders are to maintain the ride pace. No rubber banding or lagging.
- k. Ride lead and sweep will stay in constant communication.
- l. Sweep will notify the lead if the group gets separated. Lead will ride at a pace to allow the rest of the group to catch up. If the separation is large, pull over in a safe place to allow the group to catch up.
- m. Ride single file when conditions warrant; bicyclist, narrow road, pedestrian, stopped vehicles, etc.
- n. Always be aware of road conditions. Pass hand signals regarding hazards back to the group.
- o. Passing and lane changes on a multi-lane highway
 - i. The lead will radio the sweep to secure the lane.
 - ii. When the sweep has the lane secured and all traffic in that lane has cleared, the sweep will radio the lead that it is safe to proceed with lane change.
 - iii. The lead will then change lanes and the rest of the group will follow the lead, not the sweep.
- p. Passing on a single lane highway
 - i. Each rider needs to pass when it is individually safe to do so.
 - ii. Ride lead may indicate that the road is clear with a hand signal and radio communication if the lane is clear with no oncoming traffic.

5. Ride Sweep Role & Responsibilities

Riding sweep is a pivotal component of group riding. The sweep will be in a unique position to know if anyone in the group is having trouble or is riding in an unsafe manner.

- a. Sweep position is always last in the group.
- b. Stay in communication with the ride lead. Advise ride lead of cleared lights, intersections, and completed turns.
- c. Advise ride lead if the group gets separated and when the group is reconnected.
- d. Notify the ride lead if any emergency vehicles are approaching from the rear.
- e. Sweep to check on any rider that has stopped along the route.
- f. Sweep to advise the lead if anyone is riding in an unsafe manner, or if the route has exceeded a rider's abilities.
- g. Capture passing lane when requested by lead, then capture previous lane when directed to do so.
- h. Stop with two other bikes identified in the pre-ride briefing in an accident scenario.
- i. Check out and carry a first aid kit. Returns first aid kit after the ride in a timely manner.
- j. If ample road captains are available, position these road captains in the middle of the group to act as secondary lead or sweep if the group gets separated.

6. Incidents

An incident is when a bike has mechanical difficulty, is involved in an accident, or if the rider or passenger is having a medical emergency. In the event of an incident, the following procedure will be followed:

- a. The sweep will immediately contact the lead and advise of the issue.
- b. The lead will take the rest of the group to a location where they can safely await further information.
- c. The Sweep and two riders identified at the pre-ride briefing will stay at the scene. They will park their bikes safely out of the way.
- d. Remaining riders will proceed with the rest of the group.
- e. The sweep will identify one person to call 911.
- f. The two additional riders will direct traffic as needed.
- g. The sweep or another person with first aid experience will administer first aid.
 - i. Follow general first aid practices; airway, breathing, circulation.
 - ii. Stabilize the person until help arrives.
 - iii. Perform CPR compressions if there is no pulse.
 - iv. Do not remove the helmet unless the airway is compromised.
 - v. Once authorities arrive on the scene, and the situation is stable, one rider will proceed to meet up with the rest of the group and give a status report.
- h. After the victim is transported, make plans for their bike to be towed. In case of no injuries, make arrangements for transportation for both the rider and their bike.
- i. Ride lead will continue to the destination as planned unless the situation warrants otherwise.
- j. Accident report needs to be completed immediately by the sweep and any witnesses. The completed report will then be given to the head road captain.
- k. NO RIDER IS LEFT BEHIND

7. Documentation

Completion of paperwork is a necessary element of our group rides for legal, insurance, and record keeping reasons. The ride lead will likely share some of this responsibility with the head road captain, Safety Officer, and Activities Officer. It is important that the paperwork be completed before the ride commences.

Chapter Rides

a. Chapter Members

- i. All riders and passengers who are current chapter members need to be checked in by an officer on HOGSCAN.
- ii. If no officer is present on the ride, submit the list of rider names to the head road captain.
- iii. If, for whatever reason they are not listed as a current member in HOGSCAN, they will need to sign a waiver.
- iv. Use the **CHAPTER EVENT RELEASE FORM FOR ADULTS**
- v. Notify the membership officer to check HOGSCAN status.

b. Guests

- i. Any riders or passengers that are not chapter members must complete a release form for each ride.
- ii. Use the **CHAPTER EVENT RELEASE FORM FOR ADULTS**

c. Minors

- i. The minor's legal guardian must sign the minor's child waiver prior to the start of the ride. The minor cannot attend the ride without the signed waiver.
- ii. Use the **CHAPTER EVENT RELEASE FORM FOR MINORS**
- iii. If the minor is 12 years or older, they must also sign a separate minor waiver in addition to the waiver signed by the legal guardian.
- iv. Use the **MINOR'S ASSUMPTION OF RISK ACKNOWLEDGEMENT**

Non-Chapter Rides

All participants, regardless of chapter membership, must sign a waiver. For most rides, a registration table will be set up for this purpose.

Pre-Ride Briefing

Follow the pre-ride briefing guide at the beginning of all rides.

Incidents

Follow procedures discussed in Section 6.

Use the **INJURY REPORT FORM**

This manual is a guide and therefore subject to change at any time by a committee of the following: director, assistant director, head road captain, & safety officer.

Approved and adopted March 6, 2021