



WESTCONN HOG

Road Captain Manual

Western Connecticut Chapter

Bristol, CT

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Objectives: The Mission of our Chapter is to Ride & Have Fun. The Road Captain plays a critical role in accomplishing this mission by making every effort to assist with the safety of our members and guests on Chapter rides. As Road Captain, you have three basic objectives:

1. Assist with the safety and welfare of all individuals within the group, and any surrounding motorists or pedestrian.
2. Lead the group to its destination in a well-organized, disciplined, and safe manner.
3. Avoid hazardous situations.

Road Captain Candidates

Candidate Prerequisites:

1. Road Captain candidates must be a current member of Westconn HOG and have been a member in good standing for at least the past season. NOTE: This requirement may be waived at the discretion of the HRC, Safety Officer and Director.
2. Possess a valid operator's permit with motorcycle endorsement.
3. Anyone can volunteer to serve as a road captain. The Director, Safety Officer and Head Road Captain will approve the addition of the person as a Road Captain.
4. Lead two rides and sweep two rides with an experienced Road Captain.

1. Road Captain Responsibilities

The Head Road Captain will maintain a roster of qualified and proficient Road Captains and will designate mentors to aid in training and recruiting new Road Captain candidates. The Road Captains and candidates will meet in the first quarter of the year to plan the ride calendar for the upcoming riding season. Additionally, Road Captains and candidates will usually meet quarterly (or at least semi-annually) 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

1.1. Road Captain

A Road Captain must be qualified and proficient to lead a Chapter Ride and:

- i. Is responsible for planning the ride including, the route, ride level, destination, and other pertinent information.
- ii. Is responsible for ensuring that all release forms are completed and signed for the ride.
 1. Submit all completed forms (either hard copy or electronic) to the Head Road Captain.
 2. Check in all riders in HOG Scan.
- iii. Is expected to lead a group of riders in a safe manner until the final destination has been reached.
- iv. Will execute his or her best judgment in situations not specifically covered in these guidelines.

- v. Will make sure a Sweep is assigned. Sweep selection should be made from Road Captains (or Road Captain candidates) participating in the ride. If no other Road Captains or Road Captain candidates are available, the Sweep shall be selected at the discretion of the Road Captain.
- vi. At the discretion of the Road Captain, he or she may designate and assign additional Road Captains and Sweeps for the ride.
- vii. Will conduct the pre-ride briefing for all riders.
- viii. May change the route as actual road and/or weather conditions dictate, or may cancel the ride when necessary.
- ix. Will instruct any rider to ride in a specific position within the group, or to leave the group entirely for reasons of misconduct, disorderly or unsafe riding, or for faulty and unsafe equipment, or any reason deemed necessary by Road Captain.
- x. Should assure that a first aid kit and basic tool kit is available for the ride.
- xi. Alcohol is not allowed on chapter rides.
- xii. Should bring a list of Road Captains numbers and a cell phone to stay in touch with the other Road Captains and to call 911.
- xiii. Will ask if anyone on the ride is First-Aid and CPR qualified.
- xiv. Will lead at a pace that is appropriate for the riding abilities of the group, obeying all traffic laws.
- xv. As soon as practical, following an accident/incident, the Road Captain shall notify the Head Road Captain, Director, Assistant Director And Secretary of the circumstances of the event.

2. Sweep

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. 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:

- i. Is someone else available that can assume either position,
- ii. How safely the Sweep could move into the Lead position,
- iii. How far apart the two groups are, and
- iv. How long it would be before they could rejoin.
- v. Will carry a cell phone or make sure that one is available from another participant in the ride in order to stay in touch with the other Road Captains and to call 911.

3. Road Captain Safety Equipment

- i. First Aid Kit; All Road Captains should carry a well-stocked first aid kit.
- ii. Communication Kit
Clear and precise communication is critical during the pre-ride briefing as well during any critical incident. The communication kit shall contain, but is not limited to, the following information and documents.

1. Accident report forms
2. The HOG Road-Side Assistance Number (888-443-5896)
3. HOG Scan App for ICE Contacts.

4. Meeting Place & Time

The Road Captain will determine the meeting place and time for each ride. Local rides will normally meet and depart from Yankee Harley. All of the Road Captains for each ride will meet at least 15 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. 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(s) 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.

5. Pre-ride Briefing

Prior to each ride, the Road Captain will conduct a briefing for the entire group. During this briefing the Road Captain will review the route to the final destination, planned stops as applicable, procedure for return ride (i.e. on your own, organized groups, and routes home if needed) and if necessary, break the riders into groups for safety. Road Captains and Sweeps will be identified for each group by bringing their motorcycle with helmet to the briefing, or by other methods defined by the Chapter Officers. The briefing should be done as expeditiously as possible. The following talking points should be covered prior to every ride.

5.1 Staggered Riding –

- i. 1 sec interval minimum between you and the rider in the alternate lane position in front of you
- ii. 2 sec interval minimum between you and the rider directly in front of you
- iii. Always stay in line with the bike in front of you. Do not switch between the left and right side of the lane.
- iv. Trikes will ride in the center of the lane keeping a minimum of 2 seconds between them and the closest bike in front of them. NOTE: Trikes should ride in the back of the formation in a single file in front of the sweep.
- v. Stop Signs - double up, proceed through as pairs and then return to normal staggered formation.
- vi. Stop Lights - stop if the light turns red, regardless of your position in the group. Proceed on green when the way is clear.
- vii. 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.
- viii. 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!

5.2 Accident or Breakdown Procedure

- i. The Sweep, along with a witness, will stop to assess the situation and/or:
- ii. Direct traffic away from incident/accident and administer first aid to any injured parties if qualified to do so,
- iii. Call 911 if necessary,
- iv. Remain with the disabled vehicle to provide any needed assistance as long as necessary, and
- v. You may be asked to coordinate the transport of the vehicle to a repair facility and assist the rider with necessary transportation if able.

5.3 The Road Captain

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

6. Return route way home

The Road Captain will:

- i. Reiterate safety as discussed during initial briefing,
- ii. Verify that riders are familiar with their return route, and
- iii. Lead the return group ride when necessary.

7. 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:

- i. Road width
- ii. Presence of frequent or tight curves (the twisties)
- iii. Road conditions (construction, sand or gravel, potholes, etc.)
- iv. Weather

8. 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. **CAUTION: DO NOT MAINTAIN OR PERFORM ANY HAND SIGNAL IF SAFETY REQUIRES TWO HANDS ON YOUR HANDLEBARS**

9. Annual Review

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.

This manual was updated on March 22, 2023

Kevin Daly – HRC