



# East Valley H.O.G. Road Captains Expectations

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AUGUST 22, 2022

As a Road Captain you have a critical role in providing a positive riding experience while making every effort to assist with the safety of our members and guests on Chapter rides. **Responsibilities and Duties outlined in this document are not intended to be all inclusive and are meant to highlight key activities and expectations of our East Valley H.O.G. Chapter Road Captains.**

### **Head Road Captain Duties**

- The chapter has an adequate number of qualified Road Captains to provide a safe and enjoyable riding environment on group rides.
- Provide leadership and direction to all Road Captains.
- Maintain open communication with all Road Captains.
- Represent the Road Captains at Officer/Chapter meetings.

### **Responsibilities:**

- Attend Officers' meetings, providing input on future rides and events.
- Address Road Captain issues and conduct.
- Screen all Road Captains for proficiency on all Road Captain Qualifications.
- Develop and maintain adequate training tools for all Road Captains.

## **Road Captain Duties**

As a Road Captain, you are a visible representative of the H.O.G. Chapter and Dealership. With this distinction comes a few duties with the position; some of which are listed below and others that come as the identifiable representative of the group:

- Be proactive, bring comments, concerns and issues to the board as needed.
- Plan routes and pre-ride the routes whenever possible.
- Contact planned stops (Restaurants) as needed.
- Meet and communicate with other riders before and during the ride. Answer questions.
- Be a positive, enthusiastic and helpful mentor to other riders.
- Create a fun and safe environment for riding.
- Look at rides through the eyes of all riders, new and experienced.
- Understand that there are different riding styles and habits.
- When working to correct or modify improper or unsafe riding in groups, do so as privately and quietly as possible. Notify other Road Captains as needed.
- Be a role model for newer riders.
- Cancel the ride if needed.

### **Responsibilities:**

- “Participate” in a minimum of two(2) planned H.O.G Chapter rides each month.

### **Before a ride, a Road Captain is expected to:**

- Arrive at the departure site fully fueled and at least 15 - 30 minutes prior to the listed departure time for the ride.
- Be familiar with the intended route as described by the lead Road Captain or having pre-ridden the route knowledge.
- Actively participate in the pre-ride discussion with the Lead Road Captain for that ride.
- Be prepared for any emergency that may occur on the ride, for example, every Road Captain should carry a basic First Aid kit and tools to adjust or temporarily repair a bike.
- The Lead Road Captain shall conduct the pre-ride brief utilizing the briefing sheet with the group. The following talking points should be covered prior to every ride:
  - Introductions - Introduce Road Captains and assigned positions for ride.
  - Route - Explain route for the ride (distribute maps and directions if needed).
  - Return home.



**During a ride, the Road Captain expected to:**

Perform the duties of the group riding position (Lead, Second or Sweep) to the best of their ability while promoting the safety and welfare of all individuals within the group, as well as surrounding motorists, pedestrians and cyclists maintain a “Safety First” attitude at all times.

**After a ride, the Road Captain expected to:**

Debrief, discuss the ride among the Road Captains, effectiveness, quality setbacks, issues, concerns and praise.

If needed report any comments to the Head Road Captain for further attention.

There are three key riding positions for Road Captains within a group ride. They are Lead, Second and Sweep. Each of those roles has a specific position in the group and specific responsibilities.

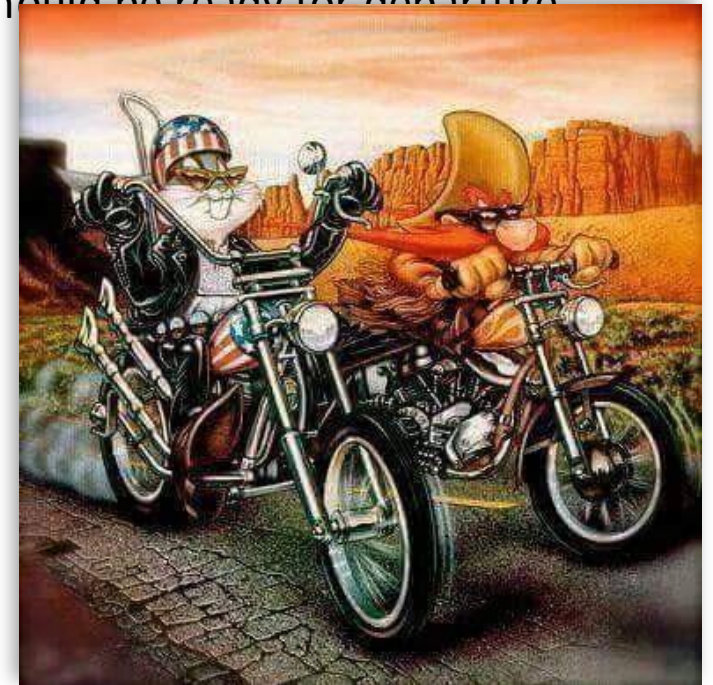
- **Lead Riding Position,** In a staggered riding formation, the Lead Road Captain is positioned at the front of the group on the left side of the lane of travel. This position guides the group to their destination. General responsibilities:
  - Determine the route for the ride. Make a map and/or write directions for the ride. Whenever possible, pre-ride the route for the ride. Make any changes to the map or directions that are needed.
  - Lead the group from the starting point to the designated destination.
  - Manage all aspects of the ride.
  - Give direction to all Road Captains in order to maintain a safe and enjoyable ride for everyone.
  - While riding, communicate your intentions to the group with the hand signals used by the chapter.

### **Specific Duties:**

- On the day of the ride, assemble all Road Captains for a pre-ride discussion at least 15 - 30 minutes prior to departure time.
- Conduct a pre-ride discussion with all Road Captains to finalize the details of the ride. During that discussion, designate the key Road Captain riding positions, the final destination should be reviewed for feedback, planned stops as applicable, plan for the return ride (i.e., on your own, organized groups) home. Remember who's on the ride, always consider having a Road Captain ride back with a new and unexperienced rider, if not as a group.

## Lead Riding Position Specific Duties - continue:

- Identify who will be Second and Sweep Road Captains.
- Assemble the entire group at least 10-15 minutes prior to the departure time for the ride. Proceed through each item on the Pre-ride Check List. Hand out maps or direction for the ride is preferred. Announce the departure time, the “Five Minute Call”.
  - Line the bikes up with the Lead bike at the head of the formation.
  - With everyone mounted, the Lead’s raised hand indicates that all bikes should be ready for departure.
  - When all are ready, move the group onto the roadway.
  - Gradually increase speed consistent with speed limit and traffic flow.
  - Be sure to always use the chapter hand signals, as necessary.



- **Second Riding Position,** In a staggered riding formation, the Second Road Captain is positioned at the front of the group on the right side of the lane of travel. This position is maintained throughout the ride except when the group forms a single file formation.

**Specific Duties:**

- On the day of the ride this position will assist the Lead Road Captain as needed with all specific duties.
- During the ride this position assist in maintaining the speed set by the Lead Road Captain.
- Assumes Lead Road Captain's position should the designated Lead Road Captain not be able to continue.
- **Sweep Riding Position,** the Sweep position is the last position in the group. This position is maintained throughout the ride unless otherwise directed by the Lead. If a motorcycle should join the group, the Sweep will retain the last position in the group.

**Specific duties:**

- Actively participate in the pre-ride discussion.
- At the direction of the Lead and immediately after the “five minute call” the Sweep should move to the entry point of the group to the open road. Once there, the Sweep should facilitate the movement of the group onto the road.
- When the group has moved by, the Sweep should fall into line at the rear of the group.
- If an individual rider in the group pulls out of the group and gives the thumbs down signal, the Sweep will also pull out to assess the situation.
- The Sweep will give assistance to the rider and return to the group when possible.

### **Suggested Supplies for Emergency Situations and Ride:**

A cell phone and the cell phone numbers of Road Captains and Primary Officers

Emergency numbers for police in the area

A basic First Aid kit

A camera (the one in your cell phone is acceptable)

### **You should have copies of all required forms:**

Event Form, Adult Release Form and Minor Release Form. Completed paperwork should be sent to the Chapter Secretary at the next available opportunity. All available on our Facebook page under “File”

Questions, comments,  
suggestions or issues?  
Remember can't fix what is not  
known. Be a part of the  
solution...

