

# PINOY HARLEY RIDERS CLUB

# ROAD CAPTAIN

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# HAND BOOK



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## **Preface**

Road Captains are discretionary officers as defined in PHRC By-Laws and are appointed by the President with the Head Road Captains' nomination, from volunteer members. Annual nominations and appointments shall be held during the first PHRC Club meeting in any given calendar year.

## **Objective**

This handbook is designed to act as a reference guide for the Road Captain objectives, responsibilities, ride position descriptions, and on-going improvements. Please remember we are volunteers committed to furthering the safety and enjoyment of the Pinoy Harley Riders Club during rides. This handbook is a tool to aid us in that commitment.

## **Responsibilities**

The official duties and responsibilities of the Road Captain shall include leading, conducting, assisting, planning and organizing all open and closed PHRC rides. The general qualifications for all Pinoy Harley Riders Club Road Captain positions include:

1. Be an active member of the Pinoy Harley Riders Club prior to the nomination,
2. Be able to accept the position responsibilities for at least one calendar year.
3. Shall have at least five (5) years riding experience.
4. Shall have attended, at least the MSF Basic Rider Safety Program (or equivalent)
5. Pass Primary Officers Board riding evaluation.

- ⌚ Be proactive
- ⌚ Plan & pre-ride the route
- ⌚ Meet and communicate before and during the ride
- ⌚ Be a positive, enthusiastic, helpful mentor to riders
- ⌚ Create a fun and safe environment
- ⌚ Look through the eyes of all riders, new and experienced
- ⌚ Understand that there are different riding styles
- ⌚ Follow and apply all ***PHRC Rules of the Road***

## **Head Road Captain & Primary Officers**

**Objective:** In conjunction with the Club Primary Officers, ensure the Chapter has an adequate number of qualified Road Captains to provide a safe and enjoyable riding environment. Provide leadership and direction to all Road Captains. Maintain open communication with all Road Captains, members, and other riders.

**Responsibilities:** Screen all Road Captain applicants for minimum requirements. In conjunction with all Road Captains, evaluate the riding abilities, mental, physical and emotional aptitude of each candidate for Road Captain. Nominate Road Captains. Develop and maintain adequate training tools for all Road Captains. Conduct Road Captain meetings. Attend Primary Officer's meetings, providing input into future rides and events. Coordinate and appoint Lead Road Captain for each Club ride.

## **Road Captain**

**Objective:** The objective of every Road Captain is to lead, conduct, assist, plan and organize open and closed PHRC Club rides.

**Responsibilities: Pre-ride:** The Road Captains should arrive at the leave location, fully fueled, at least 30 minutes prior to departure. Each Road Captain should be well rested, familiar with the intended destination, knowledgeable of the city roadways and the possible route, attend and actively participate in the pre-ride discussion with the Lead Road Captain, be experienced in the duties of each Road Captain position, and be prepared for any emergency encountered on the ride.

**During the ride:** Perform the duties of the position to the best of their ability while ensuring the safety and welfare of every individual within the group, as well as any surrounding motorists and/or pedestrians. Follow the directions of the Lead, unless those instructions place you or any member of the group in an unsafe position. Maintain a “Safety First” attitude at all times.

**Post-ride:** Contribute to the continual improvement of all future rides and the effectiveness of the Road Captains by communicating with either the Lead or Head Road Captain.

**Meetings:** Attend Road Captain meetings and monthly PHRC Club meetings.

**Performance Evaluation:** Performance evaluation shall be given to all Road Captains by the Head Road Captain and Primary Officers. Performance evaluation is an important tool for the continual improvement of each Road Captain as individuals and team participants. It is an on-going process with evaluations occurring at annual nominations and based on individual participation.

# **Ride Positions**

## **Lead**

**Riding Position:** The Lead is positioned at the front of the group on the left side. This position is maintained for the duration of the ride.

### **Specific Objectives:**

1. Lead the group to and from the designated destination.
2. Manage all aspects of the ride.
3. Give direction to all Road Captains in order to maintain a safe and enjoyable ride for everyone.
4. Utilize the Road Captains to anticipate, and adjust accordingly, all adverse changes in traffic, roadways, weather and the individuals of the group.
5. Effectively communicate your intentions to the group with the use of standard hand signals.

### **Specific Responsibilities:**

1. Pre-determine (and pre-ride if possible) the intended route for the ride.
2. Assemble all Road Captains for a pre-ride discussion at least 20 - 30 minutes prior to departure time.
3. Conduct the pre-ride discussion to finalize details of the ride.
4. Designate riding positions to all Road Captains.
5. Assemble the group at least 10 - 15 minutes prior to departure time for group briefing of the details of the ride and review hand signals. Upon conclusion of the review, announce departure time. (“Road Brief”)
6. Immediately after the “Road Brief” proceed to the line-up area and take the Lead Position.
7. Signal to the group by raising hand for verification that everyone in the group is prepared for departure.

9. After receiving communication from assisting Road Captains move the group onto the roadway. Gradually increase speed to be consistent with the speed limit, making adjustments when dictated by current conditions.
10. As dictated by current conditions determine the riding formation, and after communicating to the Deuce your intentions, signal the formation to the group.
11. With the use of standard hand signals, warn the group of any upcoming hazards or emergency conditions.

## Deuce

**Riding Position:** This position is taken by a Primary Officer. The Deuce position is in the front of the group on the right side of the Lead. This position is maintained throughout the ride unless otherwise directed by the Lead.

**Specific Objectives:** Assist the Lead in leading the group and managing all aspects of the ride. Maintain effective communication with the Lead with all pertinent Primary Officer Leadership information.

**Specific Responsibilities:**

1. Actively participate in the pre-ride discussion.
2. Immediately after the “five minute call” proceed to the line-up area and take the position to the right of the Lead.
3. Assist the Lead in his determination if the group is prepared to depart.
4. Maintain proper spacing at all times.
5. When directed or when the circumstances require, take the lead position.

## Sweep

**Riding Position:** The Sweep position is the last position on the left side of the group. This is maintained throughout the ride unless otherwise directed by the Lead. At anytime during the ride, if any motorcycle should join the group, or in the event of Road Captain repositioning, they should take a position in front of the Sweep to ensure the Sweep is the last bike in the group at all times.

### **Specific Responsibilities:**

1. Actively participate in the pre-ride discussion.
2. Immediately following the “Road Brief” move into position.
3. Communicate with the Lead when it is safe to move the group, gives a “thumbs up” signal when the group is ready to enter the roadway.
4. Anytime an individual rider in the group must pull out of the group (whether moving down the road or at a gas/rest stop), and gives a thumbs down signal, the Sweep will also pull out to make an assessment of the situation. Provide aid in any way possible. Communicate the situation to the Lead as soon as practical.
5. Protect the group from the rear with all lane changes.

## **Emergency Checklist**

Supplies to Carry in case of an emergency include:

1. All Road Captain and Primary Officer phone numbers.
2. Emergency numbers for police in the area in which you will be traveling.  
(call information)
3. Basic first aid kit (provided by Club)
4. Camera (if available)
5. Cell phone
6. Writing materials (Pen, Pencil, paper, etc.) needed to write reports if necessary.
7. Blank waiver forms available at all times.

Key roles to assign before a ride include **who**:

1. Is certified to give first aid? (CPR if anyone qualified in the group)?
2. Take pictures of scene?
3. Talks to police officers?
4. Handles the media if they show up?
5. Fills out and submits the injury report?

## **Group Ride Evaluation**

Post-ride discussions and evaluations should include:

1. What went well on this ride?
2. What didn't go well on this ride?
3. What should we do differently next time?

# **Road Captain Training**

## **Overview**

The purpose of Road Captain Training is to provide specific group riding experience, leadership and evaluation of each road captain in an effort to improve and maintain their knowledge, skills and experience. All members shall obey all traffic rules. The program consist of riding skill assessment, rider assertiveness, group riding concepts, road captain riding positions, etc. Open road riding and riding scenarios are all part of the training. Training and group riding exercises are conducted throughout the year, during Road Captains' meetings.

## **What is a Road Captain?**

- Leader / sweeper of a group of motorcyclists on a ride
- Teacher of the fundamentals of group riding to less experienced riders
- Tour guide
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## **What are your responsibilities?**

- Insure safe travel between points
- Insure that riders operate their motorcycles in a safe manner
- Maintain control of the group

## **How do we attain that goal?**

- Brief all riders prior to departure
- Monitor riders during the ride
- Resolve problems promptly and tactfully

## **Road Captain training and meetings**

### **Overview of training process**

What we will do today:

- Discussion of Road Captain duties and responsibilities
- Pre-Ride Briefing training
- Road Captain Information Sheet
- Schedule next two meetings
- Ride Evaluation meeting
- Explanation of ride evaluation process
- Be prepared for unexpected ride problems
- Ride Assignment meeting
- Meet to assign captain and sweep to scheduled rides

### **Route Assessment**

Review intended route:

- Adjust start times and route accordingly for rides
- Determine rest, fuel, and food stops
- Plan fuel stops
- Identify potential problem areas
- Road construction and detours
- Poor parking at intended stops
- Check road reports
- Review weather reports along the route continuously until departure
- Use map software to create a map with directions for posting on the website

## **Group Assessment**

### **Note the motorcycles, riders, and passengers on the ride**

Motorcycles:

- Note the bikes with small fuel capacity
- Motorcycles with potential for mechanical failure or safety problems

Riders:

- Try to identify new or inexperienced riders before the pre-ride briefing
- Determine the riders experience level
- Personal knowledge
- Other Road Captains experience with the rider
- Ask during the pre-ride briefing

Passengers:

- Riders with little experience having passengers

### **Pre-Ride Briefing**

- Verify all the legal forms are signed
- Explain the ride, destination, and stops
- Explain the biker games that will be played
- Identify the sweep and all other Road Captains
- Use the Pre-Ride Briefing Worksheet!!!

### **Forming the group**

- Separate riders by type of riding to be done (fast riders, scenic riders, inexperienced group riders, etc.)
- Perform a bike count and a passenger count (Don't leave anybody behind!)

## Riding

- Pull out from the staging area when all riders are ready, preferably with a right turn or at a light
- Maintain a steady speed to prevent yo-yoing within the group, use cruise control whenever possible
- Try to cross grated bridges in single file
- Obey all traffic laws and traffic control devices
- Be alert and signal the group when road hazards are encountered
- Be aware of what is happening within the group
- Rely on the sweep and the other Road Captains

## Stops

- Try to park all bikes together
- Right turn into and out of the stop area is preferred
- Avoid gravel
- Conduct a bike count and wait for any stragglers
- Identify and remedy any problems during the ride
- Ask other road captains, safety officer, or primary chapter officer for help in dealing with problems if necessary

## Ride Cancellation

### **When do we ride?**

- We **do not** ride in snow or ice
- If no one has arrived for a ride the captain and sweep are free to go 30 minutes after the scheduled start time
- Ask the group if they want to continue on the planned ride in the rain or would prefer a shorter alternate ride
- Do everything possible to avoid canceling the ride

## **How do I cancel a ride?**

- Contact the Membership officer and the Web Master ASAP after deciding to cancel a ride
- If you cannot cancel a ride by 6 PM the day before a ride then you must be at the ride start location (ride or drive) to inform group members of the cancellation;
- remain for 30 minutes after the scheduled start time

## **Liability**

### **What is it?**

- Responsibility for an action
- Places blame.

### **Who is liable?**

- Every Rider is Liable for his/her action

### **How to avoid legal problems**

- Ride and perform Road Captain duties as trained
- Keep problem riders from riding within the group

### **After ride reports**

- Gather all injury reports, minor and adult waivers, membership enrollment forms, and the list of participating riders
- Submit Rider name list to the Primary Officer

## ***PHRC Rules of the Road***

1. Always be on time for the prescribed appointment. The pack will only give 15 minutes leeway for late arrivals. Be sure your bike is in good running condition BEFORE the run -- otherwise stay home.
2. Fill up your tank before any run. Gas stops will be planned for those bikes with small tanks, but always start out with your tanks topped off and get your gas when the majority is getting refueled. Let's be considerate of each other's time.
3. The first two bikes in the pack will be the **Road Captain** and the **Deuce**. The last bike in the pack will be the designated Assistant Road Captain or the **Sweep**.
4. We should always have a pre-ride discussion on the following before taking off:
  - Where are we going and how are we going to get there?
  - Where are the stops?
  - Who are the road captains?
  - How fast or how slow are we riding?
  - What is the terrain: freeway/two-lane road-winding-straight-narrow?
5. Riders will be paired in a buddy-system.
  - If you are on the right side of the lane, your buddy is the rider on your left side ahead of you
  - If you are on the left side of the lane, your buddy is the one on the right side behind you on the same lane.
  - If your buddy has trouble and pulls out, you are to go with him or her.
  - If your buddy stops to get gas, you stay with him or vice versa.
  - You are responsible for each other.
  - The **Sweep** will also stop and determine what action has to be taken.
  - If needed, the **Road Captain** will stop the rest of the group at the next safe spot or the next designated stop.
6. When a turn signal or hand signal is given, each member of the pack will repeat that signal to alert the riders behind you of intended pack movement. We should emphasize the use of universal hand signals currently posted in our website.

Riders riding with the club prospect or otherwise should get familiarized with our own hand signals.

7. The pack will ride in a staggered formation.

- Leave two seconds of space between riders on the same side of the lane and one second between riders on the opposite side of the lane.
- If the road dictates a single file formation due to difficult surfaces or curvy sections of the road, the **Road Captain** will indicate the change with a hand signal.
- Maintain speed as a group and as part of the traffic flow. If the traffic flow is moving at 75 miles an hour, the group should ride at the same speed or higher. Unless the group is riding faster than all the vehicles on the road, the group should not be in the fastest lane on the freeway. Second lane from the fastest lane is the best lane.
- Each rider must maintain a consistent distance from each other when riding as a group. Too much gap between riders allows other vehicles to cut in and out, disrupting the group's balance. If you are following a rider who is riding too slow and cannot maintain a consistent distance, pass him carefully. The slow rider belongs to the back of the pack.

8. On multi-lane highways, the pack will try to stay in one lane. The **Road Captain** will initiate all lane changes except when the **Sweep** blocks the free lane from the rear to allow the pack to negotiate a safe lane change maneuver.

a. On the freeway, ride in the lane next to the farthest left lane. For example, on a four-lane highway, lanes are numbered 1 to 4 from left to right. The pack shall ride in lane 2 to allow other vehicles to use the fast lane and enter and exit the highway safely. When getting on a freeway, the **Road Captain** should accelerate safely and slowly. He should stay on the slow lane until all riders are in line before moving to the faster lanes. Change lane only when it's safe. Don't cut off the car in front of you just because the rider ahead changed lane and you also wanted to be in the same lane. Ride the fast lane only if you're faster than all traffic in the freeway. This is especially true when there's a large group. Other motorists get very upset when a group of motorcycles are riding slowly down the fast lane, creating an environment where there is no chance for other vehicles to pass the

group. If a carpool lane is available, the pack should use it.

b. Maintain a safe speed in accordance with the posted speed limit. Don't ride beyond your skill level. Not only are you endangering yourself, but also others who are riding with you. If the pace is too much, move to the back and ride your own ride.

c. Stops should only be at a pre-defined site.

- Stopping on the freeway – don't stop just because someone decides to stop. Only stops for emergencies should be allowed. If you need to break formation for an emergency, signal your buddy so he can accompany you.
- Stop only when that person signals to you that he needs help. If you are the one stopping, signal others to keep going if you are stopping for non-emergency situation.
- The **Sweep** should attend to the person who stopped on the side of the road. The rest should keep going. Don't stop on the side of the freeway unless it is an emergency, not very safe.
- The rest of the pack should remain in formation and stop only in a safe area for a large group to park. Un-scheduled stop: Unless we as a group were stopped by the HP, we should not stop on the shoulder waiting for one of our members. Remember the shoulder is for emergency use only.
- We should come up with an alternative plan such as "the group taking the very next exit and wait in the safe area. The member left behind would of course know to take the first exit.

d. If we are traveling in a large pack, it is recommended to break up the formation into several sections (ex. Six riders per section) to allow room for cars to merge in and out of our selected lane. A large group of riders riding single file on the road makes it difficult for other drivers to get in and out of traffic. Be considerate to others on the road. If a car wants to merge into the group's lane so they can make an exit, let them in. A large group should break into small groups – 4-6 riders per group. A gap between each group will give space for other vehicles to come in and out of the group's lane.

9. Always keep on a lookout for escape routes in case of an emergency.

10. If you find yourself doing one or more of the following while riding with the pack:

- a. Cannot find the discipline to maintain speed while riding in formation
- b. Getting bored
- c. Rubberbanding back and forth
- d. Checking your cool self through reflection against buildings or cars
- e. Looking for phantom loose bolts while speeding down the freeway
- f. Smoking and getting ash blown all over yourself
- g. Tailgating the guy in front you
- h. Counseling or talking with the rider next to you
- i. Falling asleep
- j. Riding beyond your capabilities because the group is moving too fast

What you need to do is break off the formation safely and leave the pack on your own or with your riding buddy or move to the back of the pack where you can do yourself and other riders a favor. If for whatever reason you are uneasy riding where you are, fall back and ride in front of the **Sweep**.

11. Only under extreme circumstances should anyone pass the official **Road Captain**. Position within the pack must be maintained at all times. Always stay in formation. If you are not the assigned **Road Captain**, you have no business directing traffic or telling others how to ride.

12. If a car needs to move through the pack, let the car pass. Extend all road courtesies.

13. Obey all traffic rules. For example, being in a pack does not allow us to run red lights to stay in the pack. On a four-lane road, pass as a pack. On a two-lane road, pass slow moving vehicles one at a time. Park so the entire pack can depart quickly and smoothly in single file without having to back up and turn around.

14. While traveling in areas with heavy traffic conditions and the pack gets separated by traffic lights, the last two riders through the light shall hold up their hands showing the **Road Captain** that a part of the pack was left behind. The **Road Captain** can decide whether to pull the pack over and wait or just move slowly and have the stragglers catch up.

15. The **Road Captain** may designate meeting or catch up places along the ride route in case the group gets split up.

16. In situations where the pack is separated, the **Sweep** at the back of the pack will become the **Road Captain** for the separated pack and will designate a new **Sweep** who will be aware of the route and stops.

17. Never get on the bike drunk or drugged. Everyone in the club should make pact that we as a group will prevent a fellow rider from hurting himself and others by keeping them off their motorcycle until they are sober.

18. Under no circumstances must any member be allowed to carry a firearm at any club sponsored meetings or rides. Anyone caught carrying a firearm will be removed from the club. For the safety of members and others on the road, riding under the influence of alcohol or drugs will not be tolerated.

19. Most important is to ride safely. Regardless of what happens that might extend the pack, NEVER take an unsafe or illegal riding maneuver just to stay in the pack. Stay in control, stay cool, and maintain safe riding practices as you rejoin your place in the pack. If you see someone riding dangerously, give them space so they don't take you with them if they screw up. When stopped, have someone (or you) talk to the person to give feedback. Always be at your best behavior especially to others who are not part of the group because we are all being judged by the lowest denominator. Nothing screws up a ride more than an accident, so don't get in one.

## **NOTES**