



Group Riding Guidelines

Disney-Bell American Legion Post 66, Bowie, Maryland

October 19, 2006

Group Ride Guidelines

Original Document prepared by Kent H. Manno
Modified by Post 66 ALR

1. WELCOME!

The intent of this guideline is to give everyone information required to ride together safely. Please keep in mind that these guidelines are not intended to restrict your freedom, but instead, to help ensure that we all return home safely.

These guidelines cannot encompass every possible set of circumstances, and they are intended to serve as a basic guide for most situations. Each person is therefore expected to read, understand, and apply these guidelines, using their best judgment.

Please remember that YOU have the ultimate responsibility for YOUR safety, and always ride within your capabilities and that of your machines.

2. ALL GROUP RIDER'S RESPONSIBILITIES:

1. Will observe the objectives and guidelines in order to assure the safety and the welfare of every individual within the group, and any surrounding motorists or pedestrians.
2. Will follow the instructions of the Road Captain in all situations, unless those instructions place the rider or any other individual in an unsafe situation.
3. Will maintain their motorcycle and other equipment in a safe riding condition.
4. Will ride with headlights on.
5. Will ride with a "safety first" attitude. The safety of all individuals, whether or not they are a part of the group, is of paramount importance.
6. Will ride with a helmet where the state law requires a helmet.
7. Will not ride while under the influence of alcohol or drugs that may impair their riding ability. Use good judgment.
8. Fuel up BEFORE you get to the assembly area, unless it is a gas station.
9. Tell the Road Captain if you have any special concerns, i.e. speed, sharp corners, etc.

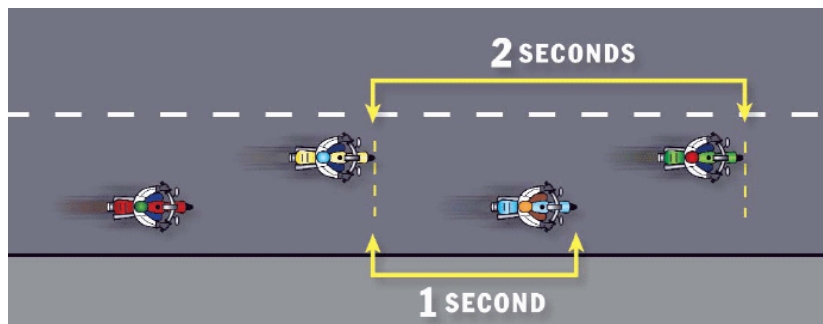
10. Tell the Road Captain if you plan to leave the group before the destination, or before the return trip. Also tell the persons riding in front and behind you so they don't think you are having a problem.
11. Tell the Road Captain if your bike has an unusually short fuel range or if your bladder has a short range.
12. Plan for weather conditions and dress accordingly.
13. Do not fool around (horse play or break formation) when riding with the group. Any member observing another member fooling around when in formation, bring it to the attention of the Road Captain.
14. If using radio communications make sure everyone is on the same channel.

3. MEETING PLACE AND DEPARTURE TIME:

1. Meeting place and departure times will be posted to the membership either by e-mail or phone preceding the scheduled event.
2. Rider briefing should be held just prior to departure, to establish a schedule for gas and rest stops, inform the group of the intended route, provide other pertinent information and review the group riding guidelines including formations and procedures.
3. Individuals should make every effort to arrive promptly at the scheduled meeting time and be completely prepared for the scheduled departure time.

4. RIDING FORMATION:

The standard formation, under good conditions of road, traffic, and weather, will be a double row, staggered, in one traffic lane. The interval will be no less than one second between staggered riders, which will automatically make a 2 second interval between you and the bike directly in front of you.



1. The Road Captain will be at the head of the group, and typically will ride just to the left of lane center. The Sweep will ride at the rear of the formation.
2. New members, guests, and any riders with little experience in group riding will be positioned at the front of the group, just behind the Road Captain.
3. Each rider should maintain his or her starting line up position in the group until arrival at the destination. This allows each rider to become more familiar with the riding style and habits of those nearest him or her in the group, and is particularly important for the new or inexperienced riders.
4. Under certain conditions the Road Captain will signal the group to form a single file formation. The signal is the left arm held overhead with one finger extended. Drop back to a safe following distance from the rider in front of you and move into a single file.
5. It may be necessary to form smaller groups for safety due to surrounding conditions or local ordinances. There should be a temporary Road Captain to lead and a Sweep to control the second part of the group.
6. This may mean that the last rider of each group would become the Sweep for that group. If possible, this rider should be another experienced Road Captain or Sweep. If another Road Captain / Sweep is not available, this rider should be briefed prior to the run as to his or her responsibilities in the event this situation should occur.
7. It is recommended that trikes and bikes with sidecars be to the rear of the formation and ride single file at all times ahead of the Sweep.

5. SPEED, INTERVALS, AND DISTANCES:

1. The Road Captain will attempt to establish and maintain a uniform speed; consistent with the ability of the least experienced rider, surrounding conditions, the posted speed limit, the bikes at the ride, and safe riding practices. They should establish before the ride the abilities of the people and the bikes themselves prior to departure. Especially concentrating on new riders, new members and visitors to the ride. The Road Captain should continually check his mirrors to insure the formation is in good shape.
2. The Road Captains may choose to separate the group of inexperienced riders into a group of their own, consistent with expected or actual conditions. Making sure there is an acting, experienced Road Captain and Sweep to guide them.
3. All riders will make an effort to maintain the same speed to minimize the effect of irregular speeds on riders at the rear of the group.

4. All riders will maintain a safe distance and lane positions between themselves and the rider directly ahead; to be consistent with existing road, traffic, and weather conditions.

5A. Minimum Safe Following Distances:

1. Within the group, a safe distance is defined as a **MINIMUM TWO SECOND DELAY** between the rider, and the next rider directly ahead (ref. NOTE below). This means that there is a **MINIMUM** of a **ONE SECOND DELAY** between staggered riders. Whenever a single file formation is employed, a safe distance remains defined as a **MINIMUM** of a **TWO SECOND DELAY** between the rider, and the rider directly ahead. The riders should also realize that by creating a large gap in the formation, that cars will try to move in & split the formation, causing a dangerous situation. It also causes problems for the Road Captain when there are large gaps in the formation.
2. Too many people get hung up with, "there must be only 2 seconds between bikes". This is a guideline for average highway riding. The gap should be determined by the speed and road conditions. The gap should be established before the ride for the sections of road to be traveled. The faster the speed, the more gap there should be. With that said... we also do not want huge gaping gaps in the formation where other vehicles will attempt to break into the formation. The gap should be consistent throughout the formation.
3. With respect to vehicles ahead of the group, a safe distance is defined as an **ABSOLUTE MINIMUM** of a **THREE SECOND DELAY** between the Road Captain, and any vehicle directly ahead of the group (ref. NOTE below). If a car pulls in front of the formation, make adjustments to keep a good distance.

NOTE: It's important to keep in mind that a two second interval is a MINIMUM safe requirement in order to react in the event of a potentially hazardous condition, NOT TO STOP.

In group riding, a one-second interval between **STAGGERED** riders is a policy consistent with the recommendations of most traffic and safety agencies.

STAGGERED motorcycles are considered to be in a "virtual" lane of their own, that is that there is a two-second interval between motorcycles in a direct line. This group riding technique requires all participants to constantly **ANTICIPATE** an **EMERGENCY**.

A safe lane position is defined as riding immediately to the right or left of lane center. This will keep the riders just off the center oil stain, while maintaining the

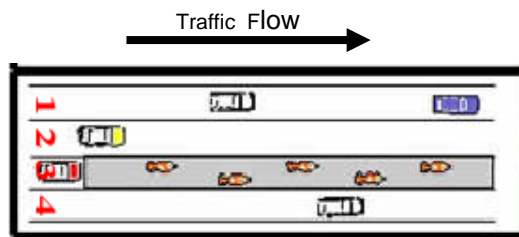
staggered formation, distance between riders and other obstacles, and providing necessary lane position.

6. TRAFFIC LANES:

The Road Captain will attempt to lead the group in a single lane when:

1. The traffic flow appears to be most consistent with the speed of the group (using lane changes only when necessary to pass slower traffic or to avoid a hazardous condition); and to avoid blocking faster surrounding traffic.
2. On highways with two lanes each direction, the group will normally travel in the number two lane, also known as the "SLOW" lane, (ref. Note below) allowing faster traffic to pass to left; except when passing slower traffic on the right.
3. On highways with three or more lanes in each direction, the group will normally travel in the number two lane (See Picture & ref. Note below), keeping the right lane open for other vehicles entering and exiting the highway, and the left lane(s) for traffic to pass.

NOTE: Lanes are counted from left to right. The left lane is often referred to as the "FAST" or "PASSING" lane, and is counted as lane number one. Remaining traffic lanes are then counted up until the right most, or "SLOW" lane is counted.



7. LANE CHANGES AND PASSING:

1. On a multi-lane highway, the double row staggered formation will normally be maintained.
2. The Road Captain will hold his or her position and signal for a lane change.
3. All riders will hold their positions and pass the signal to the rear.
4. The Sweep will change lanes at the first safe opportunity, protecting the lane for the group, and allowing the Road Captain to see that the lane is clear and protected. The Road Captain should be aware of when the Sweep has changed lanes by using his mirrors. Make a head check to insure no cars are beside the formation.

5. The formation will change lanes using the "follow the leader" approach. The Road Captain will make a definite hand signal, indicating to the formation he is moving into the other lane & change lanes first followed by all other riders moving from the front to the rear of the group.
6. **NOTE: NOBODY, except the Sweep, is to change lanes before the Road Captain. ALWAYS make a HEAD CHECK before you begin the lane change, and maintain safe distances. There are also times when there will be minimal traffic the Road Captain may signal a lane change and move over (after checking to make sure it's clear – see section e above).**
7. There are times it will not be possible for the entire group to change lanes as above. When this situation arises, the Road Captain will signal for a turn, and signal the group with one finger extended into the air. This indicates that changing lanes as a group is not possible. The Road Captain will then change lanes when safe to do so. Everyone signals, head checks, and changes lanes front to back, as individuals, when safe to do so. Should the group become separated, regroup when it is safe to do so. Please use known good safety practices, INCLUDING HEAD CHECKS.
8. On a two-lane road with two way traffic (one lane each way), a single file formation should be used when passing other vehicles. The Road Captain should also maintain a steady speed after the slow moving vehicle has been passed allowing the individual riders room to move back into formation ahead of the passed vehicle.
9. If for any reason the group becomes separated, merge safely back into the formation, returning to your original position, using known good safety practices. Don't feel it's necessary to break the world land speed record in trying to catch up. The Road Captain will be aware and adjust accordingly once they are clear of the passed vehicle.

NOTE: Be certain the road is clear, and always make a HEAD CHECK immediately prior to initiating any maneuver which may cause you to cross other road users. The Road Captain, your mirror, or what you saw just a second ago are no substitutes for your own eyes and good judgment and common sense! Please remember that YOU, and ONLY YOU, are RESPONSIBLE FOR YOUR SAFETY. Also, when dealing with our four wheeled friends, you will never win a contest against them. It won't do any good to be "Dead Right".

8. GAS, FOOD, REST STOPS, AND TOLLS:

1. If necessary, due to the length of the trip, gas, food, and rest stops should be discussed and scheduled prior to departure. These

scheduled stops should be adhered to as much as possible, depending on varying conditions as the trip progresses.

2. Deviation from the scheduled stops may be required due to varying weather, traffic, and bladder conditions (availability of gas, rider fatigue, and other unforeseen circumstances).
3. Gas and rest stops should be limited to no more than ten to fifteen minutes, depending on the size of the group. Remember the last rider in the group waits the longest, therefore has the shortest rest period.
4. If toll stops are included, money should be collected in advance. If available, a riding couple should be positioned in the number two slot. As the group approaches the tollbooth, the Road Captain will allow this bike to assume the lead position in order to exchange the toll. The Road Captain will assume the lead as soon as it is safe to do so. If a riding couple is not available, it then becomes the Road Captain's responsibility to pay at the tollbooth. (This may not always be possible to do.)

NOTE: Remember to avoid the center of the lane when nearing or passing through a tollbooth. They are usually extremely slick.

9. UNSCHEDULED OR EMERGENCY STOPS:

10. Unscheduled stops for gas, rest room, or rider fatigue can lead to confusion in the group, and confusion can lead to accidents. The Road Captain should be informed that a stop is necessary in order to lead the group in an organized fashion to the next convenient and safe place to stop.
11. Any rider with an equipment problem should inform the Road Captain / or Sweep as quickly, and as safely as possible.
12. When the Road Captain is informed, he or she will stop the group at the earliest possible moment, when and where, it is safe.
13. If the rider must pull over immediately, **ONLY** the Sweep or an assigned rider will accompany that rider to a stop. If there is an assigned rider, they should be at the rear of the formation. The Road Captain should be informed if he or she is not aware of this situation. Once the Road Captain is informed, he or she will pull the group over as soon as it is safe to do so.
14. Any rider observing a problem with another rider's equipment should inform that rider as quickly and safely as possible. If it appears that a stop is necessary, the Road Captain should also be notified.
15. The Road Captain should use good judgment and common sense when choosing a spot to pull over. Try to avoid an area with hazards to

motorcycles, such as broken glass, trash, loose sand, gravel, and fresh asphalt.

10. ACCIDENTS:

10. In the event the group comes upon the scene of an accident or if someone in the group is involved in an accident, the Road Captain will stop the group at the earliest possible moment (keeping with known good safety practices). It may be necessary for the group to disperse and park separately to avoid creating additional hazardous conditions.

11. Members of the group will provide assistance in any practical way possible, including, but not limited to:

1. Slow, divert, or stop traffic in a safe manner, using flares if available.
2. Aid and comfort those involved.
3. Call 911 to notify the Police, Ambulance, and or Fire service as the situation demands.
4. Maintain order and preserve the accident scene for Police investigation.
5. If possible, take photographs.
6. If possible, obtain license plate numbers and vehicle descriptions, including driver descriptions in the event of a hit and run violation.
7. Obtain names and addresses of witnesses if necessary.
8. If possible maintain overall control of the situation until relieved by the proper authorities.

11. HAND SIGNALS:

1. At all times, standard hand signals will be used for: changing the formation to a single row and back to double staggered, all turns, lane changes, slowing, and stopping. Turn signal lights will also be used at all times.
2. All signals will be relayed to the rear of the group to allow all riders to take appropriate precautionary measures, and be aware of changes in speed and direction. Once the hand signal is given and the person sees in their mirror that it is being passed on, they may return to gripping their handlebars with both hands. The only one that needs to "hold" the hand signal is the Sweep until he / she reaches the spot of the maneuver, based on following traffic.

3. ROAD HAZARDS - Hand signals will be used at all times, to point out road hazards to following riders by pointing with left index finger, or right foot..



4. SINGLE FILE - Left arm held high, one finger extended over head indicates single file, and extended following distance.



5. PASSING INDIVIDUALLY - Left arm held high, one finger extended over head, followed by the Road Captain signaling and changing lanes indicates:

- a. The Road Captain will move as an individual, to whatever maneuver or position is required.
- b. The group will follow as individuals, in a "follow the leader" approach, signaling and following the Road Captain as appropriate and safe.



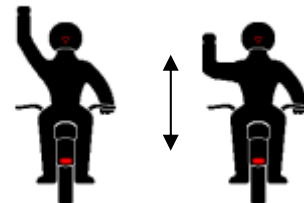
6. Staggard Formation - Left arm held high with two fingers extended over head indicates the standard staggered formation.



7. STOP - Left arm held low & to the side - palm facing backwards, indicates slow and or stop.



8. SPEED UP - Left arm extended straight up with clinched fist and the lowered and then raised in a pumping action.



9. SLOW DOWN – Extend arm straight out, palm down. Lower arm in sweeping motion and then raise it back up to original position. Repeat.



10. PULL OFF – Left arm positioned for right turn, finger pointed upward. Forearm swings inward to helmet, and returns to original position. Repeat



11. Other signals may be used as required.

These signals may be used as shown or modified to fit the needs of your chapter as long as you insure everyone is familiar with the meaning of the signals you are using.

12. SAFETY EQUIPMENT:

1. As mentioned previously, it is assumed that all riders will come to the ride with a well-maintained motorcycle.
2. All riders should show up with appropriate riding apparel for the weather conditions.
3. All group riders are encouraged to bring a well-stocked tool kit to all club rides.
4. All group riders are encouraged to bring a well-maintained first aid kit to all club rides.
5. The Road Captain should bring the following to the ride:
 - a. First aid kit.
 - b. Route maps.
 - c. Run information.
 - d. Cell phone. If a Road Captain does not have a cell phone, he or she will locate another group rider who does (obviously, subject to availability), and designate that rider as the 911 caller.
 - e. Tire Gauge

13. TIPS & Past experience...

Nothing can replace Good Judgment and Common Sense !!!!!

Disney-Bell American Legion Post 66, Bowie, Maryland
American Legion Riders

1. It is recommended for the Road Captain to have scouted the route prior to conducting the ride.
2. Be aware of places you may have to stop. Watch for loose gravel or sand.
3. The arrows painted on the lanes indicating the lane traffic flow become slick when wet.
4. Watch for oil slicks around stop lights, stop signs or around areas where cars may have to sit for a period of time.
5. The use of 2-way radios between the Road Captain and Sweep is Highly Recommended.
6. When pulling out from a stop sign or stop light and after making a turn, an even, steady acceleration is highly recommended. This will keep the formation together better than speeding up & having to slow back down. Do not slow to make sure the formation is following. This will cause a back up & may actually prevent the rear bikes from making it through the light. If the formation is broken by whatever reason, keep the speed limit to 5-10 miles below the posted speed limit to allow the rest of the formation to catch up. You do not need to stop, (this is a judgment call based on the road & the traffic flow).
7. If the formation is broken, and there is a turn in the route, formation does need to stop as close to the turn as possible, allowing the trailing group to see where you turned. You may also instruct (prior to the ride in the pre-ride brief) that the last person in line wait at the corner to guide the rest back up to the formation. This is the Road Captain's decision based on what they know of the route, the traffic, and safe riding practices.
8. Summer time & asphalt do not mix well, kick stands will sink in & the bike may fall over. Be aware of where you park.
9. All riders need to pay attention to the bikes and traffic around them !!!!! Nothing worse than a bike hitting another bike in formation because they were not paying attention.
10. If you need to speed to get to your destination... you should have made better plans & started earlier. Chapter group rides are supposed to be enjoyable not racing events.
11. Riders... So what if the Road Captain makes a wrong turn, sometimes that's how you find that hidden special road !!!!!!
12. If you think you need to burn a whole tank of gas before you stop for a 5 min break, you are missing half the fun of riding with a group. The BS sessions at stops are all part of the experience.
13. If you know the trip will take 3 hours, plan on it taking 4. Something will always happen to cause a delay. The larger the group, the more time you should allow for rest stops, gas breaks, food breaks, etc.

14. One lesson that the MSF class teaches that I think needs to be clarified better is their admonition to always stop with one foot on the ground. Fine, if it is a small bike, but a touring bike should be stopped placing both feet on the ground at the same time, in my opinion. A slick spot is unforgiving, and very dangerous. Your rear brake can be released if your front brake is holding at 2 MPH with no concerns whatever. (Obviously, you do not put feet down until the bike is fully stopped.) The MSF used to teach that you stop with your RIGHT foot on the ground and the other on the peg. That was changed to LEFT foot down so that you could keep your right foot on the brake. In either case, by definition, your bike is not vertical with only one foot on the ground. If you must make a fast departure (to get out of somebody's way, for example), it takes more time to do so with one foot down rather than two. This, because you must straighten the bike as you depart, you have a more erratic start, and you must first take your right foot OFF the brake - all time consuming. Finally, you can probably rather easily handle a smaller bike with one leg, but a large touring bike is another case entirely. [There are always exceptions to the rule, of course. If you are stopped at a light on a severe incline, your right foot belongs on the brake pedal. Similarly, in a panic stop situation you want to stop with your foot still on the rear brake.]
15. Assuming you are in the slow or second slowest lane and you approach an on-ramp, do a head check to the right. Equally as important, if you are approaching an off-ramp, do a head check to the LEFT (and catch that guy who is about to cut in front of you to make his exit).
16. REMEMBER! Too much following distance can be just as bad as, and frequently is WORSE than too little following distance. If the formation lacks uniformity in what we appear to be doing, then we don't "look" like we are "together" as group. And we become regarded as random individual vehicles in the traffic pattern, and not like a group or unit trying to function as one vehicle. Too much following distance INVITES cars into the formation, splitting it up in traffic. And if we don't control our lane space the cars WILL take it away from us. Be prepared! Non-motorcycling car drivers really do NOT understand what we do when we ride as a group or why. So, if a car starts to blindly move into or through the group - LET THEM IN. We can always re-form the group a little later down the road.

Footnote: If you are new to group riding or are uncomfortable riding in a group, please let the Road Captain know. Excessive following distance defeats the purpose of maintaining an equally spaced stagger formation. It is much better for your safety and the safety of the group that you ride individually 1/4 mile behind the group. And we want to encourage you to be comfortable about making that choice.

17. If you need to leave the ride early, please notify the Road Captain AND the Sweep where you plan on leaving the group. If possible be at the rear of the formation (ahead of the Sweep) prior to leaving the group. Any

bikes following should move up into the standard group riding positions.
Do not weave out of your lane to fill a vacant spot.

18. Blocking... Remember, the cars on the road have the right of way and blocking is illegal. Blocking should only be done with prior arrangement with the local law enforcement officials. It may take a few extra moments to wait for the traffic to clear. This will keep the formation together and Safer. If the formation does get split up, take your time and observe good riding techniques. When you catch up to the group, rejoin the group in a safe and organized manner.
19. TUNNELS,,,, The Blue Ridge Parkway is a favorite place to ride for many local and out of state riders. Numerous tunnels exist on the parkway. Some are over 1/4 mile long. There is no lighting in Parkway tunnels. Cars are required to turn on lights, but some don't. On a cycle, the instant of going from Sunlight to Darkness is disorientating. Your eyes are not used to the dark. The first thing you do is instinctively brake a little. The eyes of car drivers as well do not adjust to darkness instantly. They may not even see the yellow line on the road in a tunnel. In addition there, bicyclists may be encountered in tunnels as well.
SO, WHEN APPROACHING TUNNELS, SLOW FAR AHEAD OF TIME, ALLOW MORE SPACE BETWEEN RIDERS, GET INTO SINGLE FILE. STAY AWAY FROM THE YELLOW LINE. You may encounter one tunnel after another so maintain this safe riding posture as long as you are in "Tunnel areas" of the parkway.
20. CURVES.... Many roads in the mountain are switch backs, with nonstop sharp curves. You are riding along at 40 mph, come into the curve and you are down to 15. With a tight curve, riders behind you cannot see that you braked, or have little room to brake and slow, so it is easy to get bunched up. STAY IN SINGLE FILE ALWAYS, MAINTAIN GREATER SPACING BETWEEN RIDERS. PAY ATTENTION. A group of H.O.G. riders were riding on the parkway. The lead bike missed a sharp curve, left the parkway and went over the side of the mountain and fell 60 feet, resulting in a rider death and a critically injured passenger. Riders in the group said that it appeared the rider , while entering a sharp curve looked away for a second, and then missed the curve. Many areas on the parkway and other mountain roads are like riding on the edge of a cliff. You miss your turn and you are airborne without a parachute! It's not the fall, it's that sudden stop at the end that'll get ya.
21. Also be aware that after heavy rains on these kinds of roads in the mountains, that sand and mud will be washed down onto the road & can make the curves & corners very dangerous.

There are many opinions on curves. A lot depends on how sharp the curve is.

This, in my opinion, is one of the many reasons to ride in a good even staggered formation. This allows riders to be able to shift in the lane to take a curve better.

Several groups have established signals to spread out the gap & this works well before going into curves to allow more freedom for the individual riders to have more space to work with. If the Ride Captain sees that the curve may be a little sharp for the group, he/she can anticipate by signaling to slow down before going into the curve.

If they are sharp curves, I would recommend single file spaced at least 3-4 seconds apart. This gives the rider the option to use as much of the road as they want and also allows for people slowing down when going into sharp corners.

I highly recommend that the Ride Captain be aware of the riding experience of the people they are leading on a ride. A pre-ride of the route is also recommended. It is also up to the individual rider to admit to his/her abilities.

(I was leading a new rider through some curves. They said they were fine every time I asked. They ran off the road & dumped the bike. Afterwards they finally told me they were having some troubles, but held back from telling me. It was just a tad too late at that point.)

I also know groups that will split up by ability when encountering a long series of sharp curves like Deals Gap.

Biggest thing to remember is use good judgment & common sense.

14. Road Captain Guidelines

The American Legion Riders of Disney-Bell Post #66 feel it is important to impress upon all Road Captains and perspective Road Captains the philosophy of group riding and the responsibility of our Road Captains to insure a SAFE and enjoyable ride for all our members and future members of the ALR. Being a Road Captain is a privilege!

However, it comes with responsibilities that need to be addressed in this guideline. As a Road Captain of the ALR you are one of the people we count on to ensure the safety of all who ride. We trust you will take the responsibility of the position as serious as we do. Do not enter into this responsibility lightly. We are very concerned about the safety of all who ride with us. You are the people we count on to keep our rides safe and enjoyable for all. Road Captains need to work as a team to ensure safety and abide by the clubs riding practices. You are an example of our associations riding experience!

We ride staggered with a 1-sec to the side and 2-sec in front. All Road Captains must set the example of this accepted riding staggered formation and all our other formations on rides.

We request all new riders stay to the back of our formation until comfortable.

Road Captains never argue with a rider who is not abiding by club's group riding practices. It is to be brought to the attention of Head Road Captain, Lead Road Captain and/or Safety Officer for further review.

When a Road Captains sees that someone is not riding the way the rest of the club is riding, it is a safety issue for all concerned. For the safety of the club it must be brought to the attention of Head Road Captain, Lead Road Captain and/or Safety Officer at the next scheduled stop.

14A. OBJECTIVES:

1. Provide for the safety and welfare of all individuals within the group, and any surrounding motorists or pedestrians.
2. Lead the group to its destination and back in a well-organized, disciplined, and safe manner.
3. Avoid creating hazardous situations.
4. Be the most knowledgeable of the state laws and safe riding guidelines.

14B. ROAD CAPTAIN REQUIRED QUALIFICATIONS:

1. Maintain a current and valid motorcycle driver's license.
2. Maintain current and valid motorcycle insurance, with no less than the MINIMUM required by the state of MD for street riding purposes.
3. 5 years of current riding experience.
4. Attend Road Captains meetings and orientation meeting when called for.
5. Ride as an assistant of an existing Road Captain until in the opinion of the Road Captain Team you are ready for full duty. Once that is accomplished, your recommendation for Road Captain status will be presented to the membership for approval.
6. Participation in at least 50% of the Associations rides and 50% of the Associations monthly meetings.
7. Road Captains riding in the chapter understand hand signals and will ensure that hand signals are being passed along by other riders.
8. Provide assistance as directed.
9. Be a current American Legion Family and ALR Post #66 Member – both in good standing.
10. Tact & understanding of people should be a high priority.
Remember, you were once a new rider. Deal with problems & issues.

14B. ROAD CAPTAIN'S RESPONSIBILITIES:

1. Has full charge of the group until arrival at the destination.
2. Will lead the group in a manner consistent with the objectives and guidelines as stated herein, and will execute his or her best judgment in situations not specifically covered in these guidelines.
3. Will brief other assigned Road Captains / Sweeps as to route, responsibilities, and other details pertinent to the ride prior to departure.
4. Will conduct a rider's briefing prior to departure.
5. Will be responsible for the final decision with regard to ride termination due to inclement weather, hazardous conditions, or other difficult or unsafe conditions.
6. Will instruct any rider to ride in a specific position within the group, or leave the group entirely, for reasons of misconduct, disorderly or unsafe riding, or faulty/unsafe equipment. Common sense and tact should be used.
7. Bring a cell phone for 911 purposes. Should the Road Captain not possess a cell phone, designate a 911-notification caller within the group, if possible.
8. Locate other cell phones and first aid kits
9. Will establish and maintain a uniform speed consistent with the ability of the least experienced rider, and with consideration of safe road conditions, traffic, and weather conditions.
10. Will be responsible for initiating all maneuvers within traffic in a "safety first" manner.
11. Will lead the standard formation of a staggered double row, in one traffic lane.
12. Will be at the head of the group, and will ride just to the left of lane center.
13. Will maintain a safe following distance by using the MINIMUM 3-second rule between the group and any vehicle ahead. This distance may be increased at the discretion of the Road Captain, but will NOT be decreased.
14. Will command the group to a single file formation when they cannot maintain visual control of the road conditions ahead over a MINIMUM of a 4 second distance, narrow road, mountain/curvy roads, traveling directly adjacent to parked vehicles, or any other condition which may severely restrict the ability of individual group members to perform emergency avoidance maneuvers.

15. SWEEP:

1. Sweep position should be a current Road Captain, if this is not possible road captain should put most experienced person in the group in sweep position.
2. Will assist the Road Captain in the performance of his or her duties.
3. May be required to assume the duties of Road Captain in his or her absence.
4. Will ride at the rear of the group (except when conditions dictate otherwise) unless required to take on the responsibilities of the Road Captain.
5. Will be observant of any hazardous conditions or conduct, take immediate corrective action, and inform the Road Captain at the earliest safe opportunity.

NOTE: The urgency to inform the Road Captain is left to the discretion of the observing Sweep.

6. Will normally ride where they can see the formation the best.
7. Lane protection is the Sweep's added responsibility. On the highway, as the group prepares to make a lane change, the Sweep will make the lane change as soon as is safe to do so, followed by the Road Captain, then the remainder of the group. In this way, the Sweep protects that lane keeping it clear for the entire group to move into this lane.
8. If a rider has mechanical trouble, they should signal road captain or sweeper and safely pull over to side of road. One Road Captain should stay with rider until help arrives. The rest of the group should proceed to the next scheduled stop. Communications with the stranded rider should be established and maintained until all involved are comfortable with the situation.
9. Sweeper/anchor should not let the group get stretched out! THIS IS A REQUIREMENT!! Everyone stays together unless there is a mechanical breakdown or accident.

16. ROAD CAPTAIN CHECKLIST:

1. Welcome riders and introduce road captains
2. Have Riders sign Waiver, if required.
3. Define destination and outline route
4. Determine gas stop requirements: How many miles can you ride before needing gas?

5. Outline itinerary for the day
6. Determine return plans
7. Review riding standards
8. Staggered position and safe distance
9. Entrance and exit
10. Lane changes
11. Single file procedures
12. Hand signals
13. Broken bike procedure
14. Locate cell phones and first aid kits
15. Designate 911 notification
16. Determine riding group by size, skill level, & cruising speed. Least Experienced Riders should be placed in the rear before sweep. These riders should have their own group anchor and group sweep. (NEVER IN REAR OR SWEEP POSITION)
17. Does any Rider(s) have any handicaps or medical conditions that will affect this ride? Road captains should make visual observations for braces, casts etc.
18. Remind everyone to have fun, and to ride safely

16. Alcohol Consumption:

On any American Legion ALR Post #66 sanctioned ride where Road Captains are involved, alcohol consumption is strictly prohibited during the ride. Road Captains must lead by example in this situation. Road Captains must explain to everyone in the group that the ride ends at the destination.

During an Iron Butt ride or any sanctioned overnight ride the ride ends when you reach the final destination for the day, and it begins on departure the next day. The rules on alcohol consumption should be discussed with all riders and passengers before the ride departs, to give the people who want to consume alcohol during the ride the option to leave the group and ride on their own.

If you observe a rider or passenger consuming alcohol at stops or any time during the ride you must ask them to leave group. The safety of the rest of the group depends on it. If you must, explain to the rider that you are asking to leave, that if he or she were to have an accident with alcohol involved we could be in serious trouble with National, Post #66 and the American Legion Riders, and more serious than that, another rider or passenger could be seriously injured or killed. Be sure you ask another rider in your group to be present when doing

this. This is a sensitive subject. Always be polite and use common sense when addressing this matter.

17. ILLNESS

If a rider or passenger becomes ill you should get them safely off the road. Ask the person who is ill if they need an ambulance. If they refuse, try to get family contact information from them and call some one to pick them up, taking into consideration that arrangements have to be made to get their bike to a safe location, let the rider make this decision.

After arrangements are made road captain should have two people stay with sick person until help arrives. Remember; establish means of communication between people staying and Road Captain. Road Captain should then proceed to next scheduled stop to meet with the rest of the group. Road Captain should contact ride coordinator and advise him or her of the situation.

18. ACCIDENTS

If an accident happens and a rider and/or a passenger is down, always remain calm. Try to communicate with injured person, and:

DO NOT TRY TO MOVE THE INJURED PERSON UNLESS LEAVING THEM WHERE THEY ARE WOULD CAUSE ADDITIONAL INJURY OR DEATH!!!

DO NOT TRY TO REMOVE THE HELMET AS SEVERE SPINAL CORD DAMAGE MAY ENSUE!!!

In the event of an accident you should always call the police and an ambulance; sometimes the victim(s) are in shock and not realize the extent of their injuries.

If the victim(s) refuse to have an ambulance called, that person has to sign the refusal portion of the accident report that the road captain has (see attachment A). Accident report should be filled out completely, be sure to get all witness names and telephone numbers, briefly describe details of the accident on the report. Keep accurate records on time that the police and ambulance were called as well as their arrival times. Accident or illness is where you have to use sound judgment and common sense. A Chapter Officer will contact the family members and advise them of the situation.

Turn accident reports in to Field Training Officer. Report will be added to the minutes of the next meeting.

19. MANAGING RISKS

All Road Captains should learn procedures to lower risk for the riders in their group, below are a few suggestions. Always be sensitive to new riders in your

Disney-Bell American Legion Post 66, Bowie, Maryland
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group, try not to make them ride beyond their limits, we all were new riders at one time.

Slow down on wet roads or when it is raining. Slow down when riding at night. When the weather is extremely hot take breaks every 50 to 60 miles in gas stations or stores with air conditioning. Drink plenty of fluids. When the weather is extremely cold encourage all riders to dress in layers and protect all exposed skin. Stop every 40 to 50 miles

The Road Captain and ride coordinator should plan the rides where the traffic is minimal and the roads are in good condition.

Always be safety minded, but remember to RIDE AND HAVE FUN!!!

Disney-Bell Post 66 ALR Accident Report

Location and Date of accident:

Date: _____ Time: _____

Street: _____ City: _____

Name of person completing this form: _____

Telephone Number: _____

Home Address: _____

Time 911 was called: _____

Name of Caller: _____

VEHICLE #1 INFORMATION:

Drivers Name: _____

Driver's License #: _____ Birthdate: _____

Driver's Home Address: _____

Vehicle Make and Model: _____

Vehicle Year and Color: _____

Vehicle ID#: _____

State and License #: _____ Mileage: _____

Insured by: _____ Policy # _____

AGENTS' NAME: _____

AGENT'S PHONE NUMBER _____

Disney-Bell Post 66 ALR Accident Report

VEHICLE #2 INFORMATION: (use additional form if more than 2 vehicles)

Drivers Name: _____

Driver's License #: _____ Birthdate: _____

Driver's Home Address: _____

Vehicle Make and Model: _____

Vehicle Year and Color _____

Vehicle ID#: _____

State and License #: _____ Mileage: _____

Insured by: _____ Policy # _____

AGENTS' NAME: _____

AGENT'S PHONE NUMBER _____

WITNESSES:

Name: _____

Phone: _____

Address: _____

Name: _____

Phone: _____

Address: _____

Name: _____

Phone: _____

Address: _____

Disney-Bell Post 66 ALR Accident Report

Comments:

Vehicle 1 waives the call for an ambulance.

Signed: _____

Time of waiver: _____

Vehicle 2 waives the call for an ambulance.

Signed: _____

Time of waiver: _____