

Florida Gulf Coast HOG Chapter



Road Captain's Handbook

August, 2002

Welcome to the Florida Gulf Coast HOG Chapter Road Captains

Congratulations on becoming a Road Captain in the Florida Gulf Coast HOG Chapter. This handbook will assist you in understanding the new duties and responsibilities you have assumed as a chapter Road Captain. As a Road Captain you are looked up to as a ride leader. Such things as your riding skills, judgment, dress, and demeanor are all attributes of a successful Road Captain. You also have made a commitment to our chapter's Road Captain program. This commitment means you will make a good faith effort to attend at least eight meetings in a calendar year and lead/plan at least one ride a quarter. You must also subscribe to and practice our group riding guidelines and are expected to attend an approved rider training course at least every two years.

The Chief Road Captain is a key member of the chapter staff, and as such, represents the Road Captains at the monthly staff meetings. This position, like all non-elected positions, is appointed by the Director, who may choose to have Road Captains elect their Chief Road Captain. This person has the responsibility for coordinating the Road Captain's activities; chairing the monthly meetings and working closely with the Safety & Training Officer to ensure our chapter riding guidelines are in compliance with the law and best practices as set out by HOG, the Motorcycle Safety Foundation, & the Rider's Edge.

An important part of enhancing our Road Captain program is adding new RCs. You are encouraged to talk to other chapter riders about becoming a Road Captain. The primary qualifications are a willingness to commit their time and energy to our program and having enough riding experience to *learn* to lead rides. Once a chapter member has indicated an interest in becoming a Road Captain, they should be directed to speak to the Chief Road Captain who will evaluate the prospective Road Captain's willingness to make a commitment, ability to learn to lead rides, and overall suitability as a Road Captain. The prospect will then be invited to attend a RC meeting. The Director has delegated the approval decision on new Road Captains to the Chief Road Captain.

We have a "Road Captains only" section on our chapter web site. This is a place where issues can be aired, minutes of our Road Captain meetings, and resources of particular interest to Road Captains are located. You will be provided a user name and password to enter this site. The URL is <http://www.flgchog.com/rc>

Planning the ride

Proper planning plays a very important role to ensure a safe, interesting, and fun ride. If you are new to this or need assistance, please call any of the Road Captains (listed in our newsletter or web site) for advice and assistance in planning and leading your first ride.

The first thing in planning a ride is selecting a destination. For any destination you need to know that the business will be open and can handle the size of our group. If it is a restaurant, you should call to ensure they will be open, give them a head count, and the approximate time of our arrival. It would be a good idea to have a section of their parking set aside for the motorcycles if possible. If a restaurant, check to see if they could make separate checks for the meals. Once we have an exact count at our departure point, it helps to make a final call to the restaurant with updated numbers.

The next step is to plan and then pre-ride the route. Try to make it an interesting ride, not just down interstate or through town. During your pre-ride of the route, you need to check road conditions and determine which lanes you should use while leading the group. During your route check ride, try to find a good rest stop that might have more than one gas station and rest rooms to speed up the necessary “pit stops”.

You want this to be a fun and safe ride. While pre-riding the route you should note your mileage at each turn point for your route sheet. It would be helpful to make a map of the route in case the group gets split up. Once you are happy with your route and have written your route sheet, you should email it to the other Road Captains to allow them to become familiar with it before ride day.

Leading the ride

Road Captains Meeting

You should arrive at your starting point at least 30 minutes before the ride’s departure time to meet with the other Road Captains and to select your #2 and sweep rider. If the ride is over 20 bikes you will normally split the group and select another Road Captain to lead the second group. The route sheet is handed out to all Road Captains at this time so they can study it. Use the briefing checklist to brief the Road Captains, as this prevents forgetting important items.

Riders Meeting

A briefing should be given to all riders before the ride at a Riders’ Meeting. During the briefing you will introduce yourself and all the other Road Captains on the ride and hand out the route sheet. As you brief the route, point out any problem areas the group might encounter. Find out if there is anyone riding who is not a member or is a minor and have them sign a release form. The other Road Captains can help with this. You may want to see if you have any new riders in the group and have them ride toward the rear. Any riders who will be dropping out while enroute should ride at the rear of the formation.

Use our Pre-Ride Briefing Guide to review our group riding guidelines and how we ride in a staggered formation. Demonstrate the hand signals, and pass out copies of the Riding Guidelines and hand signals. Remind the riders we will use radios, if available, between the lead and sweep riders and to stay off the channel except for necessary communications. If radios are not available, then hand signals will be used. Review any other pertinent information and take questions.

Accidents – breakdowns - mishaps

Breakdowns

In case of a breakdown the sweep rider is designated to stop and assist. The sweep rider will have a cell phone and will be able to assist in fixing the bike, or call for assistance. It is recommended that all riders carry a cell phone and the chapter list of cell phone numbers.

Accidents

In the event of an accident those behind the accident will stop if possible and render aid. First aid and safety are the immediate concerns. The sweep rider will notify the ride leader by radio of the incident. One (or more) person(s) will direct traffic around the accident

scene. There are many variables the ride leader will consider to determine whether the whole group stops, just the sweep, or how many riders are necessary for assistance. The accident report should be completed, after any injuries are treated. It is recommended that riders carry a cell phone and the chapter list of cell phone numbers. Remember that 9-1-1 may be available over cellular phone service in the event of a serious injury and *FHP reaches the Florida Highway Patrol to report dangerous road conditions. The sweep rider should carry the chapter's first aid kit and accident form.

Rider Education

Each of the Road Captains is expected to attend an approved rider safety course at least once every two years. We normally receive a discount on our local MSF courses and HOG reimburses us up to \$50 for the training.

Riding Dress

Our Road Captains set the example for the other riders in our chapter. As such, the Road Captains are expected to wear over the ankle footwear, long pants, shirt, gloves, and an approved helmet.

Riding Your Harley

Our chapter is a HOG chapter and as such, when you are performing your duties as a Road Captain, you should be riding your Harley-Davidson motorcycle. There may be occasions when you ride another marquee in a chapter ride and that is OK, but remember, if you are performing Road Captain duties you will be on your Harley.

Riding Guidelines

Our riding guidelines have been carefully crafted to use the standard group riding techniques developed by the MSF and Rider's Edge. The more mobile we become, the more important it is to use a set of standardized riding guidelines. You should thoroughly understand our chapter riding guidelines and practice them. Through attending the Road Captain meetings and participating in the discussions, you will not only know the guidelines, but will also understand their underlying rationale, allowing you to make better decisions when situations develop that are not specifically covered.

Florida Gulf Coast Hog Chapter Group Riding Guidelines

July 2002

Everyone on the group ride is responsible for their own safety and will be required to ride in a safe manner. There is never any use of alcohol or drugs during any H.O.G. ride.

All speed and traffic laws must be obeyed at all times. Always be courteous and give other vehicles every consideration. You represent everyone on two wheels when on a group ride.

Upon arriving for a group ride, be mentally and physically prepared to ride. You should have a full tank of gas and have performed a pre-ride check of your bike (T-CLOCK): **T**ires, **C**ontrols, **L**ights, **O**il, **C**hassis, and **K**ickstand. Arrive for the ride about thirty minutes early so you don't miss the riders meeting. At the meeting the Ride Leader, Road Captains, and sweep rider will be introduced. You will be given a route sheet in the event you become separated from the group at a stop light. You will know where the rest stops will be located. If you become separated from the group, don't panic. Try to catch up, staying within the speed limits. The Ride Leader will either pull over, if possible, or slow the group to allow you to catch up.

Our chapter rides in a staggered formation. This is the best way to keep the group close and still maintain a cushion of space in which to maneuver. The Ride Leader will ride in the left third of the lane. The second rider will follow in the right third of the lane with a minimum interval of one second between them. The third rider will be directly behind the Ride Leader with a two second minimum interval. The rest of the group will follow in that order. The sweep rider will be the last bike and ride at the left rear position.

Radio communication, when available, is very important. Radio communication should be between the Lead and sweep riders. Communication should be short and to the point, with no chatter. Other members of the group that have radios may listen in on the designated channel, but if they want to carry on conversations they should change to another channel so they will not disturb the Ride Leader and sweeper.

Hand signals are also a very important part of the group ride and provide a way to communicate without stopping. Our chapter uses the standardized Rider's Edge/MSF hand signals. All hand signals should be passed back by all riders to ensure all riders will know what is going on.

Please try to maintain your two second interval. Do not "rubber band" (speed up and slow down). If a gap develops, do not speed up suddenly. You should accelerate slowly until you are in your proper position. Never pass another rider in your lane. It's against the law. If a bike drops out of the formation, the riders behind will balance the formation by shifting their position to the other side of the lane. Always check your mirrors and scan the area around you so you will know what is going on at all times. Please notify the Lead and sweep riders if you will be leaving the group while enroute, and ride at the back of the formation.

Remember that you are responsible for your own safety and the safety of the others in the group.

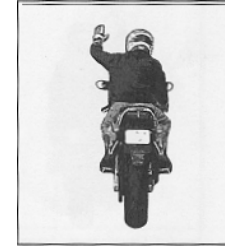
Enjoy Our Group Rides and Ride Safe



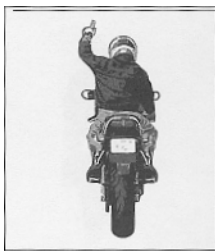
Stop
arm extended straight
down palm facing back



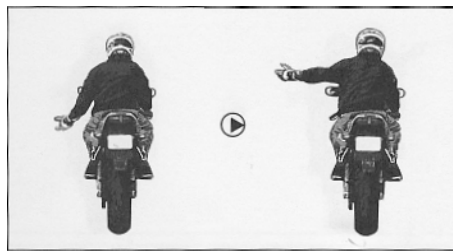
Slow Down
arm extended straight down, palm
facing back palm facing back



Follow Me
arm extended
straight up from
shoulder palm
forward



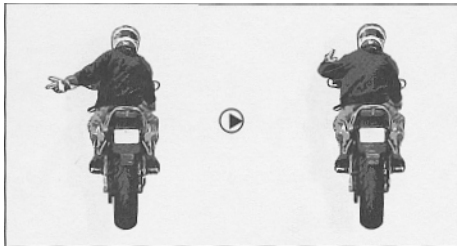
Single File
arm and
index finger
extended
straight up



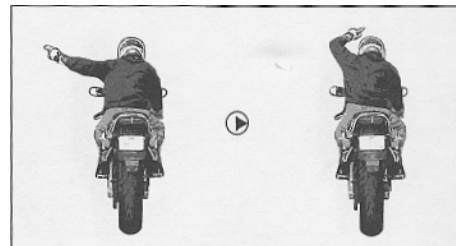
Speed Up
Arm extended straight out
palm facing up



Double File
Arm with index
and
middle finger



You Lead/Come
arm extended upward 45 degrees,
palm forward pointing with index
finger, swing in arc from back to
front

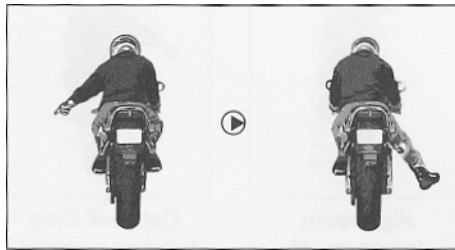


Pull Off
arm positioned as for right turn,
forearm swung toward shoulder
straight up



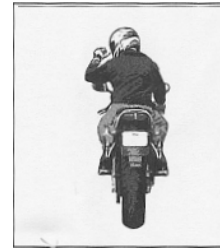
Fuel

arm out to side
pointing to tank
with finger



Hazard in Roadway

on the right, point with right foot;
on the left, point with left hand



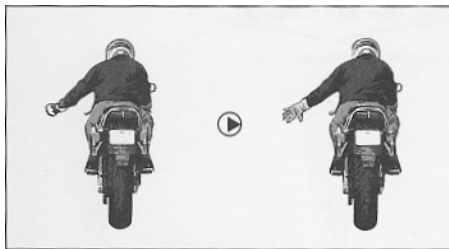
Refreshment Stop

fingers closed
thumb to mouth



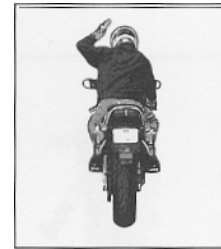
Comfort Stop

forearm extended,
fist clenched with
short up and down



Turn Signal On

open and close hand with
fingers and thumb



High Beam

tap on top of
helmet with open
palm down

Road Captains' Pre-Ride Briefing Guide

The Ride leader should be at Jim's at least 30 minutes before the ride is scheduled to depart. The leader should ensure that there are release forms for the non-chapter members going on the ride. This includes both rider and co-rider.

Call Road Captain's Meeting (20 minutes before departure)

Brief:

Handout detailed route instructions

Designate (these positions should be selected with consideration of radios)

Lead rider

#2

Middle

Sweep (and alternate)

Departure from Jim's

Radio Channel – ride information only on this channel

Route to destination with any caution areas

Fuel stop location

Destination

Breakdown procedures (cellphone list for all Road Captains)

Determine whether to run one or two groups of riders

Questions

Call Riders' Meeting (at departure time)

Brief:

Introduction of

Lead rider

#2 rider

Middle

Sweep (and alternate)

All Road Captains

Departure instructions from Jim's

Radio Channel – ride information only on this channel

Total mileage of Route

Generalized route directions

Fuel/rest stop

If two groups, difference between, such as speed, etc.

Hand Signals

Staggered formation explanation

Stop side-by-side at stops

Lane changes

Breakdown procedures

Accident procedures

Red light split

Ride ends at destination, nobody will be left to return themselves

Determine who are minors or are not chapter members for release forms

Questions

**Beach House Restaurant
200 Gulf Drive North
Bradenton Beach, FL
941 779-2222**

Planned by Willie G. Davidson 346-1234, willieg@harley-davidson.com

Total Mileage	Leg Mileage	Directions
0.0		LT onto 54 th Avenue Eastbound
0.3	0.3	RT onto I-275 South
3.7	3.4	Move one lane to right
6.0	2.6	Move one lane to left
11.0	5	Stop at Skyway Bridge Toll Booth
20.4	9.4	Bear right onto 19 South
23.9	3.5	RT on 64 / Manatee Avenue
32.0	8.1	Right lane ends
36.3	4.3	RT Gulf Drive to Holmes Beach
37.0	0.7	Straight thru traffic light
38.4	1.4	LT at stop sign Stay on Gulf Drive
39.3	0.9	LT on Northshore at stop sign
40.4	1.1	LT on North Bay Drive
40.9	0.5	RT at stop sign after small bridge
41.5	0.6	LT on Gulf Drive Southbound
42.7	1.2	LT at stop light. Continue on Gulf Drive
43.4	0.7	Straight thru stop light
44.0	0.6	RT on Gulf Drive
45.7	1.7	Beach House Restaurant on the right

This Route Sheet example gives a way to display your route on a handout to the other Road Captains and riders. It need not be typed or computer generated. Handwritten routes are just fine.

Florida Gulf Coast HOG Chapter Accident Report

Date of accident: _____

Location: _____

Vehicle One

Driver's name: _____

Address: _____

City/State/Zip: _____

DL State/number: _____

Vehicle Make/year: _____

License number: _____

Insurance Company/policy number: _____

Vehicle Two

Driver's name: _____

Address: _____

City/State/Zip: _____

DL State/number: _____

Vehicle Make/year: _____

License number: _____

Insurance Company/policy number: _____

Use back of sheet for additional vehicles, if necessary

Witnesses

Name/phone: _____

Name/phone: _____

Name/Phone: _____

Description of injuries, if any: _____

(continue on back, if necessary)

CHAPTER EVENT RELEASE FORM
FOR ADULTS

Name of **EVENT(S)** _____ Date _____

Location _____

The undersigned (on my own behalf and on behalf of my heirs, personal representatives, successors and assigns), for and in consideration of the opportunity to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)**) sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") releases and holds harmless the "**RELEASED PARTIES**" from any and all claims and demands, rights and causes of action of any kind whatsoever which I now have or later may have against the "**RELEASED PARTIES**" in any way resulting from, arising out of, or in connection with the performance of their chapter duties and my participation in any said **EVENT(S)**.

This Release extends to any and all claims I have or later may have against the "**RELEASED PARTIES**" resulting from or arising out of their performance of their chapter duties whether or not such claims result from negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" with respect to the **EVENT(S)** or with respect to the conditions, qualifications, instructions, rules or procedures under which the **EVENT(S)** are conducted or from any other cause.

I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT TO SUE ANY OR ALL OF THE "**RELEASED PARTIES**" FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH THE PERFORMANCE OF THEIR CHAPTER DUTIES IN SPONSORING, PLANNING OR CONDUCTING THE EVENTS.

I am experienced in and familiar with the operation of motorcycles and fully understand the risks and dangers inherent in motorcycling. I am voluntarily participating in the **EVENT(S)** and I expressly agree to assume the entire risk of any accidents or personal injury, including death, which I might sustain to my person and property as a result of my participation in the events, and any negligence (except willful neglect) on the part of any or all of the "**RELEASED PARTIES**" in performing their chapter duties.

WAIVER OF RIGHTS UNDER STATE STATUTES

I further agree to waive all benefits flowing from any state statute which would negate or limit the scope of this release and Indemnification Agreement, including but not limited to Section 1542 of the California Civil Code which provides:

"A general release does not extend to the claims which the creditor does not know or suspect to exist in his favor at the time of executing this release, which if known to him must have materially affected his settlement with the debtor."

By signing this Release, I certify that I have read this Release and fully understand it and that I am not relying on any statements or representations made by the "**RELEASED PARTIES**."

THIS IS A RELEASE – READ BEFORE SIGNING

Rider - -	Passenger -
Signature _____	Signature _____
Print Name _____	Print Name _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Date _____	Date _____

THIS FORM MUST BE SIGNED AND RETURNED TO YOUR CHAPTER

Chapter Name: FLORIDA GULF COAST

Date: _____

Event Name/Location: _____

CHAPTER EVENT RELEASE FORM FOR MINORS

In consideration of my minor child ("the **Minor**") being permitted to participate in a "Ride," "Poker Run," "Rally," "Field Meet" or "Activity" (hereinafter, **EVENT(S)** sponsored and/or conducted by Harley-Davidson, Inc., Harley-Davidson Motor Company, the Harley Owners Group, authorized Harley-Davidson dealer(s) and/or local H.O.G. chartered chapter(s) and their respective officers, directors, employees and agents (hereinafter, the "**RELEASED PARTIES**") I agree as follows:

1. I know the nature of the **EVENT(S)** and the **Minor's** experience and capabilities, and believe the Minor to be qualified to participate, in the **EVENT(S)** or enter into restricted areas where the **EVENT(S)** are conducted. IF I OR THE **MINOR** BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE **MINOR** TO IMMEDIATELY CEASE OR REFUSE TO PARTICIPATE FURTHER IN THE **EVENT(S)** AND/OR LEAVE THE RESTRICTED AREA.

2. I FULLY UNDERSTAND and will instruct the **Minor** that: (a) THE ACTIVITIES OF THE **EVENT(S)** MAY BE DANGEROUS and participation in the **EVENT(S)** and/or entry into Restricted Areas may involve RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by the **Minor's** own actions or inactions, the actions or inactions of others participating in the **EVENT(S)**, the rules of the **EVENT(S)**, the condition and layout of the premises and equipment, or THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their chapter duties : (c) there may be OTHER RISKS NOT KNOWN TO ME or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risks COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE **MINOR'S** FUTURE.

3. I consent to the **Minor's** participation in the **EVENT(S)** and/or entry into restricted areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" IN PERFORMING THEIR CHAPTER DUTIES.

4. I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the "**RELEASED PARTIES**" sponsors, advertisers, owners and lessors of the premises used to conduct the **EVENT(S)**, FROM ALL LIABILITY TO ME, THE **MINOR**, my and the minor's personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY, including, but not limited to, death or damage to property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "**RELEASED PARTIES**" in performing their chapter duties.

5. If, despite, this release, I, the **Minor** or anyone on the **Minor's** behalf makes a claim against any of the "**RELEASED PARTIES**" named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE "**RELEASED PARTIES**" and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE "**RELEASED PARTIES**" NAMED ABOVE, ASSERTING NEGLIGENCE ON THE PART OF THE "**RELEASED PARTIES**" in performing their chapter duties.

6. I sign this agreement on my own behalf and on behalf of the **Minor**.
I HAVE READ THIS PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE **MINOR** WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE "**RELEASED PARTIES**" FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

Child's Name (printed) _____

Signature of Parent or Guardian

Printed Name of Parent or Guardian

Signature of Witness

Printed Name of Witness