

Combat Veterans Motorcycle Association®



Chapter 41-1

V1.0 (2022)

Road Captain Manual

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Introduction:

- ♣ CVMA Chapter 41-1 values its Road Captains (RC), and thanks YOU for your interest in joining the ranks. RCs make an important contribution to the success of our Chapter's safe riding program. Becoming a 41-1 RC is all about knowledge, skills and attitudes.
- ♣ **Detailed understanding of the CVMA 41-1 Group Riding and Safety SOP (SOP) is the majority of the knowledge a Road Captain Candidate (RCC) will need to be successful.** Without thorough knowledge of the SOP *first*, RCCs will struggle with this Road Captain Manual. *This* document will identify the skills the RC training will develop in the candidate.
- ♣ The final attribute the RCCs need is an acquired attitude. This acquired attitude comes from the following understanding: When riding alone, a rider is free to hotdog with little effect on anybody else. The same is nearly as true with one other rider, where each rider occupies a track (opposite sides of one lane, approximating the tracks a car would leave in snow created by left wheels – front and back, and the right wheels – front and back) within a single lane.
- ♣ When a third rider is included, however, it becomes a whole new ballgame where more than one rider occupies each of the two tracks. *Now* anything any one rider does can *dramatically* affect the other riders. When there are three or more riders, everybody needs to be on the same page – an understanding, or “rules” everyone agrees to follow. Leading a group of riders is an acknowledgement of this understanding and a *responsibility* to look out for fellow riders in the group.
- ♣ CVMA Chapter 41-1 will ensure the following staffing for the following positions:

One (1) Senior Road Captain- This member will be nominated for a period of two (2) years by the Chapter on every even year. SRC will ensure the staffing of all sanctioned rides, be involved in appointments for Road Captains and selections of the Tail Gunners, review all ride plans, conduct assessments of each member assigned, track mileage for the Chapter Members and issue all necessary patches for mileage and appointment.

Four (4) Road Captains- They will be nominated by the SRC and approved by the CEB to perform this role for a timeframe of one (1) year to be extended as long as they remain in good standings with the CVMA or until the member voluntarily resigns. Additionally, all RC's will report directly to the SRC for all questions, plan reviews, safety training, and changes made regarding procedures. To be considered for this position, you must have completed at least five prior sanctioned rides before nomination.

Four (4) Tail Gunners- They will be appointed by the SRC for a period of one (1) year as long as the member maintains all required standards and is in good standing with the CVMA. To be considered for this position, you must have completed at least five prior sanctioned rides before nomination.

Chapter 1: Responsibilities of a Senior Road Captain and Road Captain

Every RC has certain basic responsibilities. Lead Road Captains (LRC) and Tail Gunners (TG) have responsibilities specific to their duties including pre-ride planning, preparation, and road safety. This section details the responsibilities of all RCs and specific responsibilities of Lead and Tail Gunner RCs. SRC will be responsible to the XO and CO to ensure all sanctioned rides are staffed with an LRC and TG at all times. Additionally, the SRC will be responsible for reviewing all ride plans and ensuring the plans when approved are posted on 41-1 Facebook for members to review prior to the ride.

1.1. Basic Responsibilities of *the Senior Road Captain and Road Captain(s)*

- 1.1.1. Being an effective RC is all about planning. As a RC, you will assist in planning routes for Chapter rides by:
 - 1.1.1.1. Making a PLAN
 - 1.1.1.2. Scouting the PLAN
 - 1.1.1.3. Advertising the PLAN
 - 1.1.1.4. Briefing the PLAN
 - 1.1.1.5. Riding the PLAN
 - 1.1.1.6. Debriefing the PLAN
 - 1.1.1.7. Use the debrief to adjust the next PLAN
- 1.1.2. Educate Chapter members about group riding techniques (**CVMA 41-1 Riding SOP**).
- 1.1.3. Inform Chapter members of hand signals used by the Chapter on group rides (Appendix C).
- 1.1.4. Act as a LRC for organized Chapter rides.
- 1.1.5. Act as a TG for organized Chapter rides.
- 1.1.6. Find a replacement if unable to fulfill any ride commitment. Ensure a current listing of all Chapter RCs and their phone numbers is available.
- 1.1.7. Know (or have a printed copy of) the ride plan even if you are not expected to act as LRC or TG. All RCs are expected to step into the LRC or TG position on all chapter rides, if called upon.

1.2. Responsibilities of a Lead Road Captain

- 1.2.1. Prepare and publish a Ride Plan on the Chapter Social Media for distribution to all riders.
- 1.2.2. Conduct a Pre-ride Brief for all riders using the **Briefing Checklist** (Appendix B).
- 1.2.3. Ensure any applicable event release forms, or related, are completed and signed.
- 1.2.4. Take charge of the group until the final destination has been reached. The LRC assigned to the ride will ride to the right of the senior officer in attendance. All fellow members will ride off of the LRC during all aspects of the sanctioned ride.
- 1.2.5. Plan enough time into your ride schedule to have a proper Pre-ride Brief and time to get to your destination while considering the possibility of traffic and ride delays.
- 1.2.6. If road conditions or weather dictate, the LRC may alter the ride route or destination.

- 1.2.7. Separate large groups into smaller groups, if possible. Group size should be kept to 8 to 10 bikes or less including the ride LRCs. The LRC will make any judgment calls needed to place riders in specified groups and/or positions within the group.
- 1.2.8. Position new riders within the group.
- 1.2.9. If needed, instruct any riders to ride in a specific position within the group, or to leave the group entirely, for reasons of misconduct, disorderly or unsafe riding, or faulty/unsafe equipment.
- 1.2.10. Lead the group in a safe manner and execute sound judgment in situations not specifically covered in these guidelines. This also requires the LRC and TG to refrain from any consumption of any type of alcoholic beverage as well as any other intoxicating substances that would delay or create unnecessary risks associated with operating a vehicle. Upon the conclusion of the sanctioned ride, both LRC and TG upon completing the ride can then participate in consumption if desired.

1.3. Responsibilities of a Tail Gunner

- 1.3.1. Notify the LRC that the group is ready to depart for the ride.
- 1.3.2. Be observant of any hazardous conditions or conduct, take immediate corrective action as appropriate, and inform the LRC at the earliest safe opportunity.
- 1.3.3. In the event the group becomes separated either:
 - 1.3.3.1. Move to the lead position of the rear group, or
 - 1.3.3.2. Remain in the TG position and appoint another RC/rider to take the lead.
- 1.3.4. Respond to directions from the LRC.
- 1.3.5. Primary member to stop with any rider who has a problem or ensure the designated "Fall Out" rider is administering support to the rider with a problem.

1.4. Equipment

- 1.4.1. At a minimum, all RCs should carry or ensure that they have access within the group to a cell phone, a well-stocked first aid kit, and a basic tool kit.
- 1.4.2. Documents – Each RC should have the following:
 - 1.4.2.1. SRC contact information and Officers
 - 1.4.2.2. Emergency Contacts- 911, AAA, Tow Truck services
 - 1.4.2.3. Location of nearest hospitals
 - 1.4.2.4. Route
 - 1.4.2.5. Gas Stations during the Route
 - 1.4.2.6. Local laws related to areas of travel
 - 1.4.2.7. Understanding of the maximum range for the smallest fuel tank on the ride.

Chapter 2: Qualifying as a Road Captain

Becoming a RC is not automatic. New volunteers are accepted as RCC, provided they meet a short list of prerequisites. Once an individual has been accepted as a candidate, the Senior Road Captain, or his designee, will pair up the candidate with a mentor (RC), who will be responsible for the education and development of an RCC. The candidate must then demonstrate certain skills and abilities to his/her mentor in order to become a fully qualified RC.

2.1. Prerequisites for All Road Captains

The RCC shall meet the following prerequisites:

- 2.1.1. Be a member in good standing of National CVMA.
- 2.1.2. Be a member in good standing of the CVMA Chapter 41-1.
- 2.1.3. Complete a minimum of five qualification rides. One as acting LRC, and one as acting TG.
- 2.1.4. It is NOT uncommon for the Chapter to call for more than the minimum five qualification rides.
- 2.1.5. Have the final approval of the Chapter Executive Board (CEB) and current RCs.

Once you have been qualified as a RC, you must ensure that you continue to meet these prerequisite requirements. If you do not, you may be removed from the RC roster.

2.2. Qualifying as a Tail Gunner

In order to qualify as TG, a RCC must demonstrate the following skills/abilities to his/her assigned mentor. The mentor will notify the SRC when a TG has completed this stage. The TG shall demonstrate the ability to:

- 2.2.1. Notice unsafe/improper group riding techniques.
- 2.2.2. Instruct group riders in proper group riding technique during a ride.
- 2.2.3. Demonstrate thorough knowledge of the CVMA 41-1 Group Riding and Safety SOP.
- 2.2.4. Address any necessary corrective actions at stops or at the end of the ride.
- 2.2.5. Issues may include: Following too close, following too far, not correcting a broken stagger, weaving, passing within the lane, showing off in an unsafe manner, etc.
- 2.2.6. Demonstrate knowledge and proper use of Chapter 41-1 hand signals (Appendix C).
- 2.2.7. Demonstrate the proper way to secure a lane for a lane change.

2.3. Qualifying as a Lead Road Captain

In order to qualify as a LRC, a RCC must demonstrate the following skills/abilities to his/her assigned mentor. The mentor will notify the SRC when a RCC has completed this stage. The RCC shall demonstrate the ability to:

- 2.3.1. Prepare and post a **Ride Plan** to the Chapter Social Media (Appendix D – **CVMA 41-1 Sample Ride Plan**).
- 2.3.2. Demonstrate a proper Pre-ride Brief (Appendix B - **Briefing Checklist**).
- 2.3.3. Negotiate a group through urban and suburban environments.
- 2.3.4. Demonstrate proper acceleration technique and good speed control.
- 2.3.5. Execute proper lane changes in urban, suburban, and highway environments.

- 2.3.6.** Demonstrate the canceling of a previous hand signal (Appendix C - **Hand Signals**).
- 2.3.7.** Demonstrate the ability to recognize and adjust the ride to the experience level/riding capabilities of the entire group.
- 2.3.8.** Demonstrate an awareness of environmental changes including weather and road conditions.
- 2.3.9.** Demonstrate thorough knowledge of the CVMA 41-1 Group Riding and Safety SOP.
- 2.3.10.** Complete qualification rides with a group of RCs. The RCs will evaluate the RCC and report to the Senior Road Captain.

2.4. Mentoring

- 2.4.1.** At the discretion of the Senior Road Captain, RCCs shall choose, or be assigned, a mentor from the cadre of experienced RCs.
- 2.4.2.** Mentors shall work to educate and train the new volunteer RCCs ensuring that he/she is familiar with the RC Manual and the CVMA Chapter 41-1 Group Riding and Safety SOP.

2.5. Presentation of Road Captain Patch

- 2.5.1.** After an RCC meets all the prerequisites of becoming a RC and the Senior Road Captain determines RC eligibility, present the RC Patch to the candidate will be at a regularly scheduled Chapter meeting.
- 2.5.2.** This presentation will indicate to all members present that this individual has met the basic requirements of the position.

Chapter 3: Conducting a Ride

3.1. Communication

The LRC will ensure the Chapter Social Media is updated with the latest ride information.

3.2. Ride Cancellation

The decision to cancel a ride should be made a minimum of two hours prior to the briefing. After making the decision to cancel a ride, the LRC shall notify the Senior Road Captain who will notify the Sargent of Arms or XO in person, when possible, or by telephone, and post to the Chapter Social Media.

3.3. Pre-Ride Briefing

At the stated meeting time, the LRC or designee will conduct a briefing from the **Briefing Checklist** (Appendix B), and Ride Plan (Appendix D). This should be done as expeditiously as possible. The following talking points shall be covered prior to every ride (these are not in any particular order).

- 3.3.1. All stated rider spacing intervals are minimums (Staggered Riding – 2 seconds interval between the bike directly in front, 1-second interval between all other bikes).
- 3.3.2. Stop Signs – double up; proceed through in pairs unless there are road guards posted, in which case all riders proceed through traffic signal regardless of light color.
- 3.3.3. Stop Lights – stop when light turns red, if safe to do so, regardless of your position in the group unless there are road guards posted, in which case all riders proceed through traffic signal regardless of light color.
- 3.3.4. If separation occurs, the LRC will slow down and/or find a safe place to pull off and wait for the group to catch up.
- 3.3.5. TG or other RCs within the group may have to take the lead of a broken group to get them caught up. Make sure all RCs know directions and destination.
- 3.3.6. Lane Changes – instruct riders: pass signal (hand and/or light) back, do not move, the TG will change position, move sequentially only after the rider in back of you does.
- 3.3.7. Inform riders that you may cancel any previous signal, with the **Cancel Last Signal**, if needed.
- 3.3.8. Immediate Lane Changes – the LRC may initiate the lane change prior to notifying the TG if the situation requires it. All riders will follow safely without regard to other vehicles ending up within the group.
- 3.3.9. Remind riders that each is responsible for being familiar with section 9 (Appendix D) of the posted ride plan.
- 3.3.10. Passing – Each rider shall use his/her own judgment on when it is safe to pass.
- 3.3.11. Hand Signals – minimally the lesser used signals expected during the ride.
- 3.3.12. Breakdown/Non-accident Procedure – A designated RC will fallout with individual, all others will continue with formation. Fallout RCs will determine what needs to happen.
- 3.3.13. Accidents - Preemptively identify who will, if needed, call emergency numbers, handle traffic, stay at scene, take notes, and perform first-aid. The LRC will be the focal point to make decisions and *assign others*.
- 3.3.14. If there will be a group return, or riders are expected to return on their own.

- 3.3.15. If equipped, have all riders turn passing lamps (spots) off, except for the TG.
- 3.3.16. The LRC is the final word for that ride; they are in charge. Any problems or issues should be communicated to him/her as soon as possible.

3.4. Riding Guidelines

- 3.4.1. The LRC and TG will communicate via hand signals at a minimum. Use of LRC/TG electronic communications radios/telephone is highly recommended.
- 3.4.2. In the event of a serious safety issue the TG shall signal the LRC via electronic communications radios/telephone or headlight or hand signals to make an immediate stop to correct the issue.

3.5. Riding Formations

The Chapter rides in the staggered formation recommended by the Motorcycle Safety Foundation.

3.5.1. Environmental Conditions:

Environmental conditions will dictate when the LRC places the group in a single-file formation. All stated spacing intervals are minimums. Environmental considerations may include, but are not limited to:

- 3.5.1.1. Road width
- 3.5.1.2. Presence of frequent or tight curves (normally back roads)
- 3.5.1.3. Road conditions (construction, sand or gravel, pot holes, etc.)
- 3.5.1.4. Vehicles on the side of the road (bicycles, emergency, disabled, etc.)
- 3.5.1.5. Weather

3.6. Hand Signals

Hand signals will be used at all times to maneuver the group, change formation, or point out hazards.

- 3.6.1. Hand signals should be given in a timely manner, but not so early or late that they are meaningless or unnecessary.
- 3.6.2. The LRC should give consideration to performing hand signal with the right hand and arm when safe to do so. This allows the most following riders to see the hand signals. Typically, Dash 2 is in a poor position to see signals given with the left hand and arm.
- 3.6.3. The LRC will initiate all hand signals with the exception of pointing out hazards.
- 3.6.4. Any rider in the group, in any position, upon becoming aware of a hazard, should point out the hazard to all riders that follow. Each subsequent rider repeats the signal.
- 3.6.5. The TG will perform the hand signal to signal the traffic that follows.

CAUTION
DO NOT MAINTAIN OR PERFORM ANY HAND SIGNALS IF SAFETY REQUIRES
TWO HANDS ON YOUR HANDLEBARS

3.7. Traffic Lane Selection

- 3.7.1.** The group shall stay in a single traffic lane whenever possible. The LRC will pick a lane where the flow of traffic is consistent with the speed of the group.
- 3.7.2.** In an urban environment, the LRC should consider the distance to the next turn on the ride route and the direction of that turn when deciding which lane to utilize.
- 3.7.3.** On limited access roads with more than two travel lanes in each direction, the LRC should avoid using the right lane as a travel lane to avoid merging traffic.
- 3.7.4.** On limited access roads with only two travel lanes in each direction, the group will normally travel in the number two (right) lane unless the LRCs believe the frequency of access ramps would likely cause a disruption to the group from merging traffic.
- 3.7.5.** Lane changes will be kept to a minimum and only used to pass slower traffic or to avoid road hazards.

3.8. Breakdown/Non-accident Stops

In the event of a breakdown or any other non-accident need to stop, all riders behind the motorcycle(s) involved in the incident will pull over to the side of the road where safe to do so.

- 3.8.1.** The LRC will find a safe place to pull over the rest of the group that was in front of the accident.
- 3.8.2.** The TG and/or another RC will assess the situation and assign individuals to help as needed to block oncoming traffic or call for road-side assistance.
- 3.8.3.** The LRC must be contacted to inform him/her of the situation.
- 3.8.4.** Once the situation has been assessed and stabilized, a RC will proceed, or designate another member, to lead the rest of the riders. Those who are not required to stay and help, join up with the LRC's group.
- 3.8.5.** If any injuries occur during an official Chapter ride, notify the Chapter BOD.
- 3.8.6.** When the situation has been resolved and the ride is ready to proceed, ensure that everyone is accounted for and NO ONE is left behind.

3.9. Accidents - In the event of an accident, a Road Captain will accomplish the following:

- 3.9.1. Insure everyone stops in a safe location.**
- 3.9.2.** Assigns, other riders present, to - call and stay on the line with 911, render first aid, control traffic, distribute first aid and traffic control items, and take notes.
- 3.9.3.** Rendering aid to injured persons – If rendering first aid, remember DO NOT MOVE the injured person or remove their helmet unless the injured is in imminent danger. This should only be done by trained emergency response personnel.
- 3.9.4.** Maintain the accident scene. If possible get information from the victim regarding allergies, medications and health conditions. Get names, telephone numbers, and addresses of witnesses.

3.9.5. Notify the CEB.

3.10. Ride Debrief

All members are expected to identify any issues to the group. This should be done in a courteous, professional manner in order to maximize the benefit of lessons learned.

3.10.1. After the ride, a debrief will be conducted (Appendix B - **Briefing Checklist**).

3.10.2. This should be conducted prior to the group breaking for home, i.e., last fuel stop or rest/break area.

3.10.3. Any significant critique of an *individual* rider should be done in private, beyond hearing of the group. Generally, these private critiques should be conducted by the LRC and/or TG only.

3.11. After the Ride

The ride officially ends on arrival at the final destination unless there is a return ride plan.

3.12. Riders may return home at any time and by any route they choose.

3.13. If anyone is unsure how to get back home, they should ask a RC for directions.

3.14. After arrival at home, riders should let the RC know, preferably by text or e-mail (Chapter Social Media).

Chapter 4: Maneuvers

4.1. Keeping the Group Together

Occasionally, the group will get separated by a stop light, traffic congestion, etc. In the event the group is separated, you as LRC, should adjust the ride (either by slowing down or stopping at a safe location) until the ride is regrouped. In some circumstances, this may take several miles/minutes. BE PATIENT! Brief riders to pull over at a safe place if they find themselves leading part of the group due to a break and are not sure of the route. Everyone behind this rider and the TG will stop, so the TG can assume, or assign another RC the lead of the broken segment until rejoining the main group.

4.2. Passing

4.2.1. Standard Pass

Pass traffic, as necessary, when there is only one lane in each direction. Brief riders to pass one at a time, SINGLE FILE until past the vehicle. After you have passed, you should lengthen the distance between you and the passed vehicle, for subsequent passing riders to rejoin *between* you and the passed vehicle. Brief riders to resume staggered positions once past the vehicle. Use common sense regarding WHEN it is safe to pass.

4.2. Lane Change Guidelines

A lane change refers to maneuvering the group into a new travel lane where the direction of traffic in the new lane is in the same direction of travel of the group.

- 4.2.1. Lane changes may be performed for a wide variety of reasons including passing slower traffic, maneuvering the group into a lane where the traffic speed is the same as the group wishes to travel, or in preparation for turning onto an intersecting roadway or exiting a freeway.
- 4.2.2. Lane changes should be kept to a minimum and, whenever possible, should be well thought out in advance to minimize the disruption to the group.
- 4.2.3. The LRC will initiate lane changes by signaling the TG by hand signal, the motorcycle's turn signal, and/or electronic communications radio/telephone.
- 4.2.4. Brief riders to hold their positions and pass the signal back.
- 4.2.5. Upon receipt of the lane change signal, the TG will show the hand signal for following traffic and, when safe to do so, the TG will move into the middle of the new lane.
- 4.2.6. Brief that the first to move into the new lane is the TG.
- 4.2.7. Brief that each rider, in turn *after the rider to the rear of him or her begins the lane change*, should then follow suit sequentially and maneuver into the new travel lane.
- 4.2.8. If the lane change is required for either safety reasons (e.g., hazard in the current travel lane) or because the ride route requires (exiting a freeway or a turn onto an intersecting street) and traffic does not permit a lane change in the above described manner, the LRC may initiate the lane change without waiting for the TG to secure the lane. All subsequent riders shall then follow into the new travel lane, as individuals, as safe to do so, without regard for automobiles that may end up in the middle of the group. Reassemble the group when safe to do so.

4.3. Parking and Pull-out

Parking, and pull-out from parking, are the most visible maneuvers any motorcycle group makes. Accomplishing either smoothly and efficiently are the marks of well-oiled motorcycle organizations and great RCs. Both maneuvers require some forethought and familiarity with the various parking methods - a plan. A good Pre-ride Brief should include briefing pull-out and the parking plan expected. Good RCs often dismount and *direct* parking during stops and at the destination. Parking should always be done with any subsequent pull-out in mind.

4.4. Pull-Out

4.4.1. Posting static blockers is a good way to ensure pull-out is accomplished without traffic interruption allowing all riders to stay together.

4.4.2. Pull-outs should always be lead out by the LRC with all other bikes following *in sequence* behind the bike in front, or to the left, of him/her - *not all at once*.

4.4.3. When parking has resulted in more than one group of parked bikes, the LRC should brief which group follows the LRC's group, and the sequence of each subsequent group. The first bike of each group follows the last bike of the preceding group.

4.5. Parking

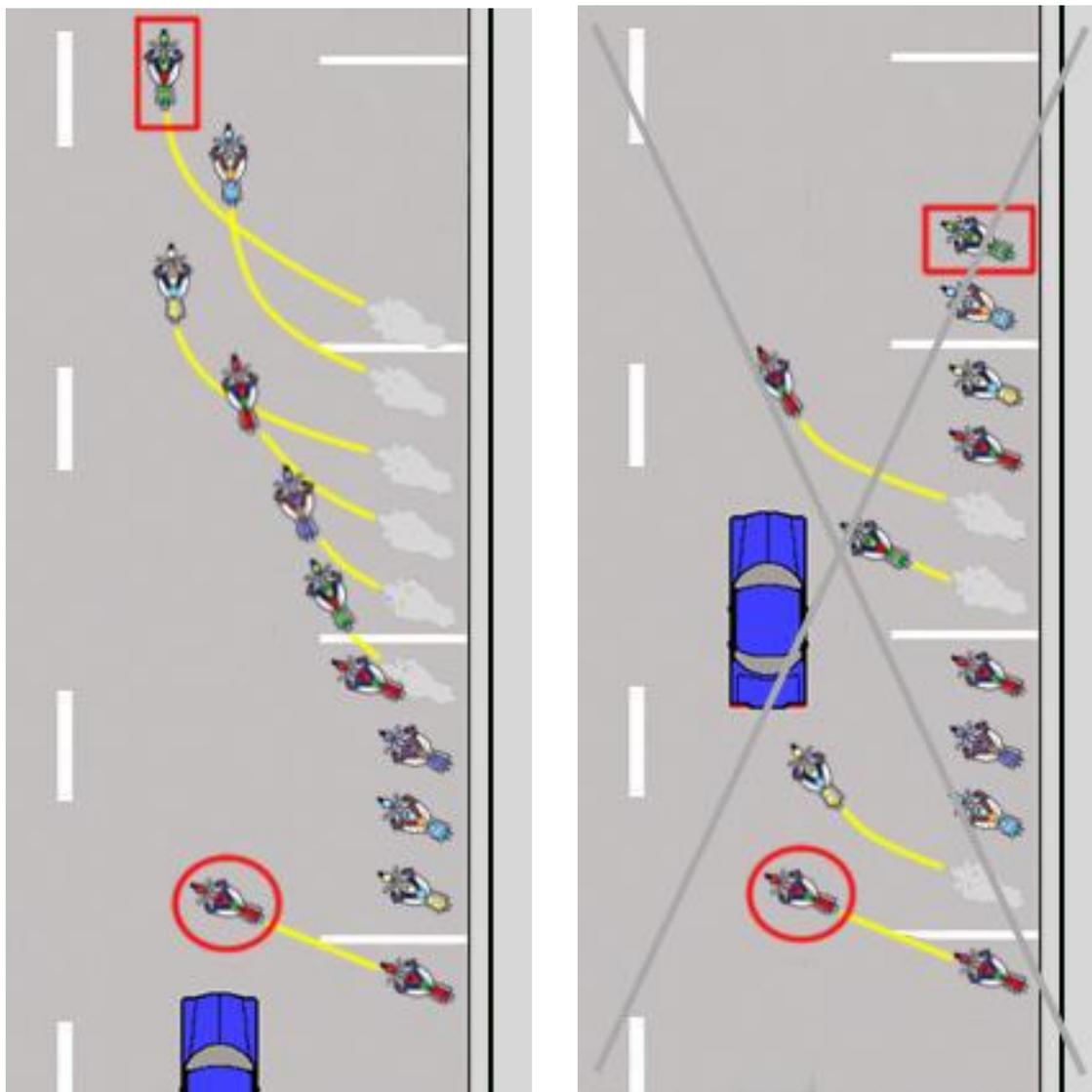
4.5.1. How a motorcycle group parks is dependent on what space is available at the stop. Generally, that cannot be determined until arrival. Being familiar with each of the parking methods in Appendix A, however, gives the LRC the largest number of options. Commonly, the most options are found in parking further out in the lot where more space is available.

4.5.2. In every case, the goal is to keep the group together as much as possible. Splitting the group to fill close-in, but scattered individual parking spaces, *always* looks bad and does not provide the security of parking together. It will also complicate later pull-out. If parking does not allow all to park together, make every effort to limit the number of clusters of parked bikes. One cluster is better than two. Two is better than three.

4.5.3. The method you choose is also dependent on whether the group is making an interim stop along the route or final destination parking. Parking at the final destination requires a method that will allow individual riders to vacate on their own schedule without being blocked in by other riders. Parking at an interim stop, however, where all riders will depart at the same time, provides more options, like double stacking in each parking space.

- 4.5.4.** Methods that allow for parking without having to duck-walk the bikes backwards should be your first choice. Sometimes duck-walking bikes backwards, into a spot, either as you park, or later during pull-out are your only choices. When faced with this problem at the final destination, where individual riders will leave at various times later anyway, avoid the whole group having to duck-walk back into parking at the same time now. One bike pushing back at various times later is always preferable to forcing the entire group to do so at the same time. Never elect any kind of parking that requires push-backs on slopes, in gravel, sand, dirt, or any other loose surface.

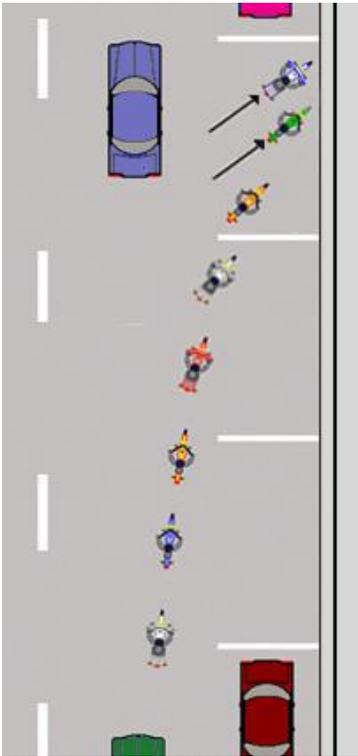
Appendix A: Maneuver Diagrams

Pull-Out

PULL OUT DONE RIGHT
 TAIL GUNNER OR BLOCKING ROAD GUARD (RED CIRCLE) BLOCKS ANY POTENTIAL CONFLICTING TRAFFIC DURING PULL-OUT.
 AFTERWARDS, LEADER (RED BOX) STARTS OUT FIRST. ALL OTHER RIDERS BEHIND HIM **PULL OUT IN SEQUENCE - NOT RANDOMLY OR ALL AT ONCE**

BE PATIENT!
 WAIT FOR THE LEADER (RED BOX) AND **PULL OUT IN SEQUENCE - NOT RANDOMLY OR ALL AT ONCE.**

Appendix A Continued: Maneuver Diagrams Street Parking

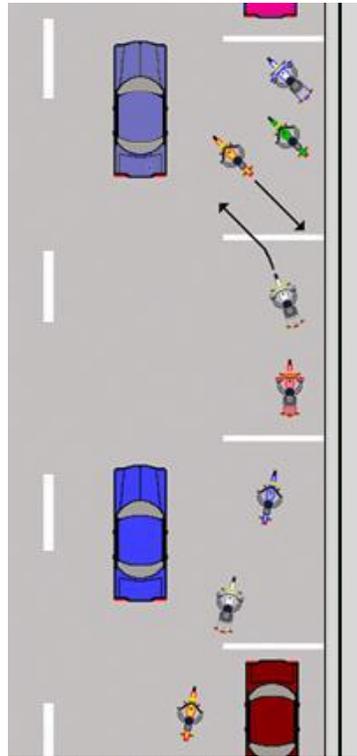


NOSE IN PARKING IS VERY FAST

GOOD FOR FINAL DESTINATION PARKING WHERE RIDERS DON'T HAVE TO PUSH BACK UNTIL THEY INDIVIDUALLY BREAK FOR HOME

NOT SUITABLE FOR INTERIM PARKING WHERE ALL RIDERS WOULD HAVE TO PUSH BACK AT THE SAME TIME TO CONTINUE TO FINAL DESTINATION

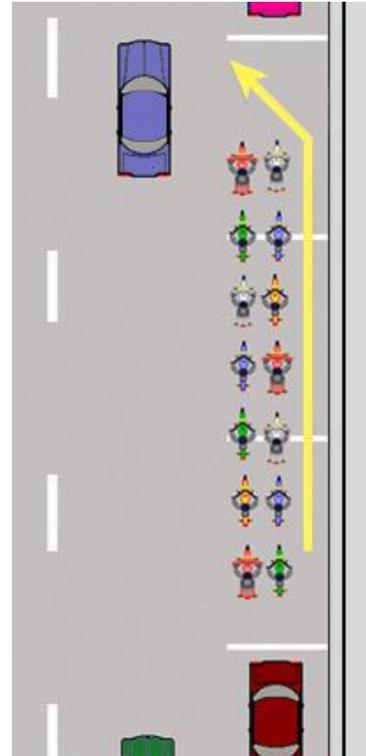
NOT GOOD WHERE THE STREET SLOPES TO THE CURB



STANDARD PUSH BACK INTO PARKING

GOOD FOR INTERIM PARKING WHERE RIDERS PUSH BACK INDIVIDUALLY AS THEY ARRIVE AND CAN PULL OUT IN SEQUENCE TO CONTINUE TO FINAL DESTINATION

ALSO A FAST EXIT AT FINAL DESTINATION PARKING



TANDEM 2 PARKING IS FASTEST

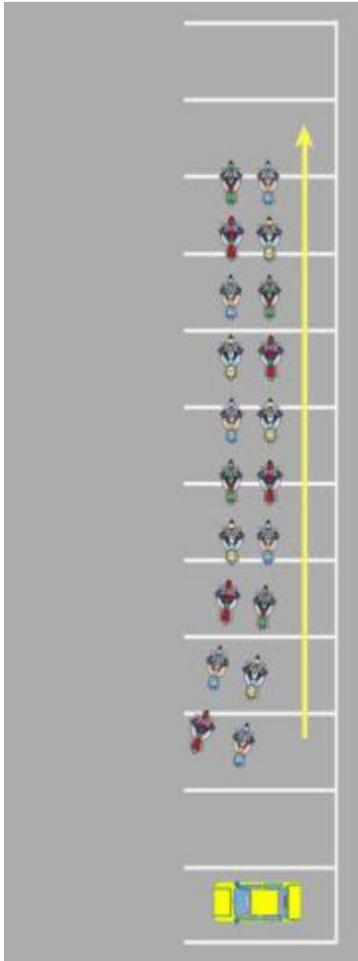
GOOD FOR INTERIM AND FINAL DESTINATION PARKING

WHEN USED FOR FINAL DESTINATION PARKING, IT IS IMPORTANT TO LEAVE ROOM ON THE CURB SIDE FOR THOSE ON THE INSIDE COLUMN TO EXIT WHEN THEY BREAK FOR HOME (YELLOW ARROW)

FIRST ROW LEADER AND DASH 2 SHOULD OCCUPY A THIRD TO HALF OF A PARKING SPACE TO PREVENT ITS USE BY A CAR OR TRUCK THAT COULD BLOCK THE GROUP'S EXIT

Appendix A Continued: Maneuver Diagrams

Back of Lot Parking

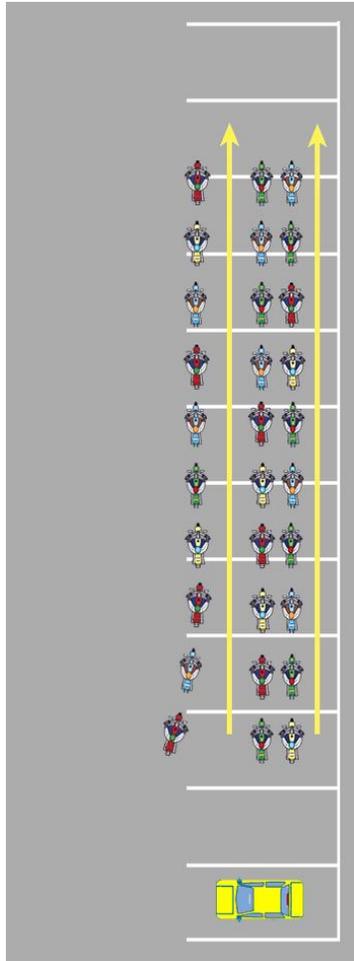


TANDEM 2 PARKING IS FASTEST

GOOD FOR INTERIM AND FINAL DESTINATION PARKING

WHEN USED FOR FINAL DESTINATION PARKING, IT IS IMPORTANT TO LEAVE ROOM ON THE CURB SIDE FOR THOSE ON THE INSIDE COLUMN TO EXIT WHEN THEY BREAK FOR HOME (YELLOW ARROW)

FIRST ROW LEADER AND DASH 2 SHOULD OCCUPY A THIRD TO HALF OF A PARKING SPACE TO PREVENT ITS USE BY A CAR OR TRUCK THAT COULD BLOCK THE GROUP'S EXIT

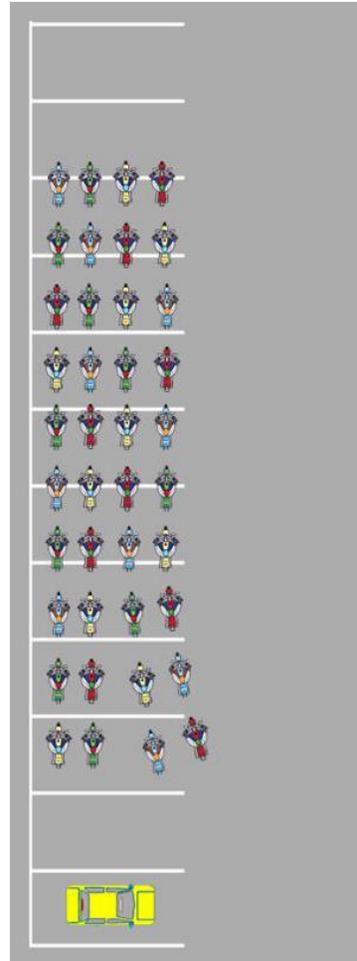


TANDEM 3 PARKING IS FAST

GOOD FOR INTERIM AND FINAL DESTINATION PARKING

SIMILAR TO TANDEM 2 PARKING BUT WITH AN ADDITIONAL COLUMN AND EXIT SPACE TO ACCOMODATE THE ADDITIONAL ROW

LEADER SHOULD DISMOUNT TO DIRECT ALIGNMENT OF THE LAST COLUMN ENSURING THE SECOND EXIT SPACE FOR THE MIDDLE COLUMN WHEN USED AT FINAL DESTINATION



TANDEM 4 PARKING

SUITABLE FOR INTERIM PARKING ONLY

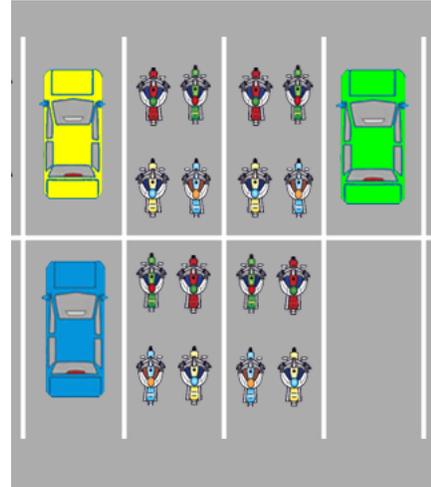
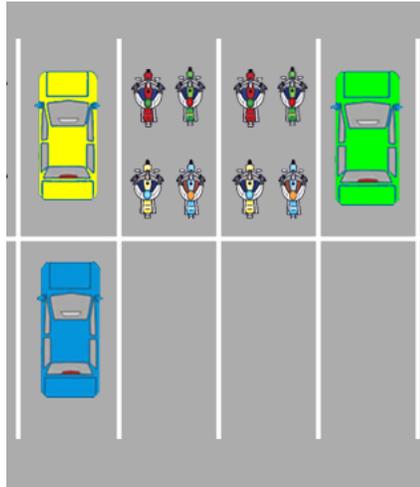
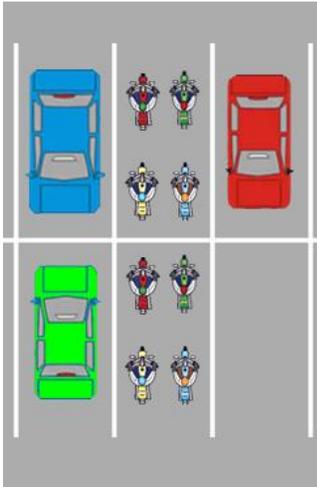
NOT SUITABLE FOR FINAL DESTINATION DUE TO LACK OF EXIT SPACE FOR INNER COLUMNS

QUICKLY PACKS IN THE MOST BIKES IN THE LEAST BACK LOT PARKING SPACES

FIRST ROW LEADER AND DASH 2 SHOULD OCCUPY A THIRD TO HALF OF A PARKING SPACE TO PREVENT ITS USE BY A CAR OR TRUCK THAT COULD BLOCK EXIT

Appendix A Continued: Maneuver Diagrams

Stacking Parking Spaces



**STACKING SPACES
END-TO-END**

IF THE LEADER
DISMOUNTS, HE/SHE
CAN **DIRECT** WHICH
SPACES TO USE

**STACKING SPACES
SIDE-BY-SIDE**

IF THE LEADER DISMOUNTS,
HE/SHE CAN **DIRECT** WHICH
SPACES TO USE

**STACKING SPACES IN
BOTH DIRECTIONS**

ATTEMPTING TO STACK IN BOTH
DIRECTIONS CAN BE A MESS IF
NOT **DIRECTED** BY THE LEADER

Appendix B: Group Riding Briefing

Card – Front*Can be printed on a 4x8 sized card*

Pre-ride briefings (Safety Briefing) will be held just prior to departure time. The briefing will cover:

- Assignment of RC, FOR, and SR will be identified and briefed to the group
- Order of Movement – RC, CEB Officers, CVMA Members, Guests, Trikes, FOR, SR, Support Vehicle
- Route (turn by turn, map if possible)
- Known and possible Hazards on the route (Choke points, gravel, tree limbs; etc.)
- Formation, Spacing (Staggered – any changes due to road conditions; etc.)
- Expected Speeds – route speed, catch up speed (if separated)
- Hand and Arm signals
- Breaks in contact actions for riders
- Lane changes – signal from front, initiated from rear
- Stops (rest stops, gas. Gas stops should be scheduled for the smallest tank within the formation)
- Timeline (Departure, inspections, destination, stops)
- Expected expenses (Tolls...if necessary)
- First Aid kits, tool kits (location within the formation and where on bike)
- Emergency actions (breakdown, accident; FOR will assist)
- Phone numbers for recovery vehicle and/or RC

How to use this checklist (Brief it and they will do it)

It is **NOT** necessary to brief every item on this checklist. Its purpose is to have a quick reference reminder of all of the **POTENTIAL** subjects the Leader may choose to brief. (4x8 card size)

- 1. Welcome & introduce team:** Welcome riders explaining any importance/significance of the ride. Introduce other Road Captains, Tail Gunners, and any other on-road leadership positions. Discuss any sub-groups.
- 2. Outline itinerary/route (Maps -GPS files):** This can be your longest briefing item by far. Ride Plans posted to the Chapter Social Media, where they can be printed, will save you a lot of briefing time. Including mileages, planned stops, gas/restroom/refreshments available at the stops, makes everyone feel they are "in the know" (comfortable), answers most questions, provides a recovery plan for separation, and gives the small bladder riders the info they need. Nowadays, GPS files with the route available, on-line before ride date, are becoming more common and are easier to follow than even printed maps for riders with GPS.
- 3. First Aid responders, mechanics and Crash Kit/First Aid kit:** Ask if there are any First Aid/EMS/EMT qualified riders and ascertain if they are willing to help in the event of injuries during the ride. Assign someone to carry any Crash Kit or First Aid kit and to distribute the items as necessary in any event they become necessary. Knowing who your motorcycle mechanics are or even just who has what tools (SAE/Metric, etc.), can also be very helpful.
- 4. Electronic communications/phone #s:** Discuss any electronic communications available, such as channels to be used or on-road contact telephone numbers. Bike to bike communications are clumsy at best. For separation/breakdown situations, consider a central contact number of someone not on the ride who is tasked to call the appropriate leadership riders when they have received separation/breakdown help calls.

5. Separations: Unintended separations from the group do happen. Portions of the group may get caught at a light and riders sometimes have issues that force them to separate from the group. Those that find themselves temporarily in the lead or individually separated need only continue the expected route. This is another reason printed maps and/or Ride Plans are recommended. Tail Gunners normally stop to assist riders with urgent issues. See briefing item **Electronic communications/phone #s**.

6. Staggered vs. single-file: Staggered formation is the norm. There may be times when the leader signals for single-file. Remember to always "Ride your own ride" and go single file temporarily if you feel you are in over your head to safely ride staggered.

7. 1-second rule / 2-second rule: Discuss the 2-second and 1-second rules. Requesting that the group "keep it tight" is reasonable. However, never allow yourself to be quoted requesting less than these two RULES. Inclement weather or road conditions may dictate increasing these following distances.

8. 2500+ RPM curve technique: If a group becomes too tight a simple brake light illumination can create a domino effect. Rapid speed adjustments are common on curvy roads causing the group to become too tight sometimes. By maintaining a gear selection that allows you to stay in the 2500-2800 RPM range, engine braking will eliminate the majority of the times brakes are needed in curves.

9. Review special/expected hand signals: Review any less used hand signals expected on the ride. Any special signals specific to our Chapter should also be reviewed. Make them distinctive as possible. Similar signals should be pointed out to avoid confusion.

10. Back to front lane changes: ALL lane changes are signaled from the front of the group and executed from the rear to the front. Change lanes ONLY when/after the rider behind/beside you have changed lanes. Once lane change is completed resume staggered formation.

11. Speeds in straights: Discuss the speeds the group can expect. These should, however, be limited strictly to straight sections of road. Never allow yourself to be quoted suggesting excessive speed in curves

12. How to fill gaps - back to front: Gaps created in the group by vacating riders leaving the group, should be in the same track (left or right half of the lane), moving straight forward, NOT by crossing tracks. Expect the rider in front of you diagonally to wave you up to pass him/her. If there is no signal from this rider, consider a short beep of your horn, before moving up to fill the gap.

13. 3-Wheeled bikes: Trikes in the rear of the group may ride staggered in the formation, 2-second rule applies. This allows a safer way to keep group cohesion and still maintain maximum visibility. Any cages (support cars and/or trucks) should ALWAYS be a separate sub-group.

14. Passing: Pass one at a time, SINGLE FILE, until past the vehicle. Allow room behind you for other passing riders. Resume staggered positions. Use common sense regarding WHEN it is safe for you to pass. If the leader passes and signals you to pass him/her also, pass him/her without delay and assume single-file positions in the **RIGHT** track to allow leader to pass the group and re-take lead position.

15. New rider placement: If there is not a new rider/slower rider sub-group, consider having newer riders placed near the rear of the group.

16. Emergency flashers and high beams: Emergency flashers, should NOT be used in the normal course of group riding. Emergency flashers mask any turn signal intentions, may be distracting to other riders, and often are misinterpreted. Unless briefed otherwise, leave these OFF for normal group riding. Normally only the Leader and Tail Gunner (daylight only for Tail Gunners) run with lights on high beam. Tail Gunners running high beams help the leader pick out the Drag/Sweep/Tail Gunners from the crowd during daylight hours.

17. Parking plan/debrief: Have a plan for parking. Most parking should be planned for an area that will accommodate the size of your group - often further back from the "front" of available parking. Parking in a closed-up stagger (2 bikes side by side) in a row (generally the same order front to back) or in sequence side to side (a cop favorite) is best. This will also facilitate pull-out after the event. A good parking plan always includes a short ride debrief to correct any ride deficiencies.

18. Pull-out plan: Whether it is the initial pull-out for the ride or the return pull-out, briefing pull-outs avoids SNAFUs (the motorcycle version of pushing, crowding, and shoving) and avoids riders being out of the sequence you want. It also LOOKS a lot better.

19. Approaching or Passing horses or horse drawn carts: If the group approaches a horse/horse drawn cart in the oncoming lane signal the formation to, turn down/off radios, pull clutch levers in as the formation passes. This is to not spook the horse and potentially cause an accident. If approaching from the rear the LRC will maintain a good distance from the horse/cart to allow them to turn off or pull off to the shoulder and come to a complete stop. Lower speeds and pass the horse/cart. DO NOT rev engines while passing!

AFTER RIDE DEBRIEF

1. What went well with the ride? Ask what went well with the ride. Ask if the group was able to complete the ride as they understood the pre-ride briefing plan. These two questions will also help the group to feel more comfortable discussing the debriefing item number 2 below.

2. What about the ride needs improvement? This item is the "meat" of the debrief. This is where you can find out what your riders had concern with. Encourage riders to speak up, but discourage finger pointing at individual riders. Correcting individual riders should be done by the Leader, Tail Gunner, or Safety Officer, PRIVATELY.

3. Take notes about the ride: As soon as practical, write down both the positive remarks and any critiques of the ride to help remember and re-enforce what worked and *correct* what didn't. Make the necessary changes for your next ride briefing.

MOTORCYCLE CRASH

Leader stops the group in the safest location available

1. Take charge and assign others: Take charge and *direct* help rather than becoming distracted in any one task to the detriment of the others' tasks that deserve individual attention. Assign *others* to concentrate on one task each. Assigning others will cover all the bases quickly, and allow you the opportunity to quickly respond to any further needs as they may occur. If you have a rider assigned to a **Crash Kit** or even just a First Aid kit, direct them now to distribute the kit items to those that will need them. Example: Reflective vests and traffic flares from the **Crash Kit** to those controlling traffic and the medical items to those providing First Aid.

2. Assign someone to call 911: This is the first item of medical response for a reason. This is the most quickly accomplished task and gets help on the way *while the other response items here are being accomplished*. Assign someone to do this rather than call yourself because, depending on the situation, the call may become too involved and time consuming for the person (you) attempting to direct the remaining emergency tasks. An *assignee* can remain with 911 as long as necessary.

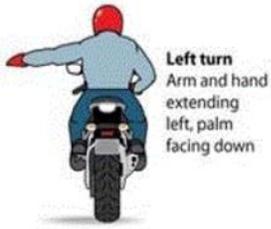
3. Assign others to safely help control traffic: The key word here is "safely." Make sure your assignees do not risk injury to themselves attempting to control traffic. The only thing worse than an injured rider, is MORE injured riders. What you are trying to accomplish is:

1. Avoid getting others hurt
2. Avoid *further* injury to your downed rider
3. Allow a path of access for emergency vehicles
4. Avoid others getting in the way - "*Stand back!*" - keep traffic moving *PAST* the scene if possible.

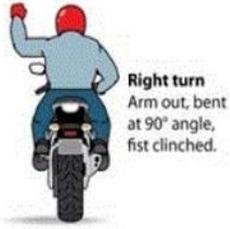
4. Assign the most appropriate rider(s) to First Aid response: If you have done a comprehensive briefing you have *already* identified those riders most qualified to provide first aid BEFORE THE RIDE. Now all you have to do is activate them. This preparatory item ALONE could save a life. DO NOT MOVE RIDER unless NOT doing so means imminent death. DO NOT REMOVE RIDER'S HELMET.

5. Assign someone to take notes: Again, don't allow yourself to get bogged down doing this yourself - assign it. For your organization's purposes, possible legal purposes, and most importantly medical purposes, notes can be critical. If/while victims are conscious, getting notes regarding medication used by the victim and any allergies to medications they may have, is important information to pass to emergency personnel in the event the victim loses consciousness. Don't forget the more mundane items; place, time of day, weather, etc.

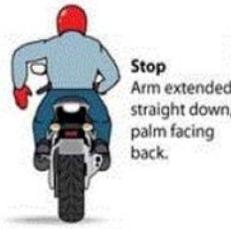
Appendix C: CVMA 41-1 Hand Signals



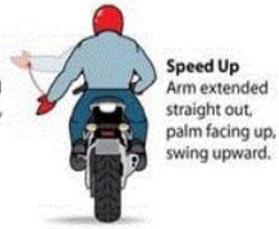
Left turn
Arm and hand extending left, palm facing down



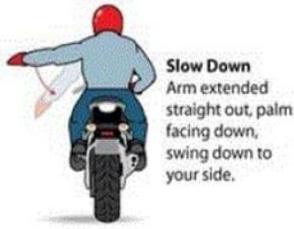
Right turn
Arm out, bent at 90° angle, fist clenched.



Stop
Arm extended straight down, palm facing back.



Speed Up
Arm extended straight out, palm facing up, swing upward.



Slow Down
Arm extended straight out, palm facing down, swing down to your side.



Follow Me
Arm extended straight up from shoulder, palm forward.



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

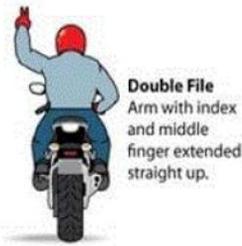


Hazard in Roadway
On the left, point with left hand; on the right, point with right foot.

Using the right and left foot is recommended to prevent any miscommunication/signals



Single File
Arm and index finger extended straight up.



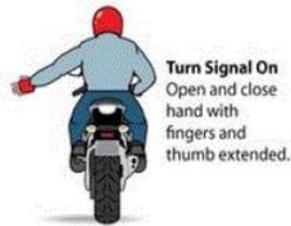
Double File
Arm with index and middle finger extended straight up.



Comfort Stop
Forearm extended, fist clenched with short up and down motion.



Refreshment Stop
Fingers closed, thumb to mouth.



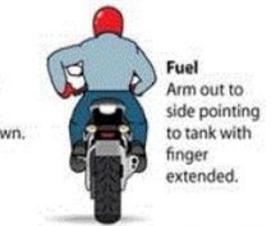
Turn Signal On
Open and close hand with fingers and thumb extended.



Pull Off
Arm positioned as for right turn, forearm swung toward shoulder.



Cops Ahead
Tap on top of helmet with open palm down.



Fuel
Arm out to side pointing to tank with finger extended.

Appendix D: Ride Plan

All riders are expected to review the briefing items in section 9 - General of the Ride Plan, for each ride. These briefing items can and do change.

CVMA 41-1 SAMPLE RIDE PLAN

DAY AND DATE

1. Lead: Leader's name
2. Tail Gunner: Tail Gunner's name
3. Departure location: **Red Rock Harley Davidson, 2260 S Rainbow Blvd, Las Vegas, NV 89146**
4. Link-ups/stops:
 - A. Link ups:
 - B. Fuel stop:
 - C. Etc.
5. Final Destination: **Las Vegas Harley Davidson, 5191 S Las Vegas Blvd, Las Vegas, NV 89119**
6. First Departure time: **Briefing at 11:00 KSU 11:15**
7. Mileage/time/Route: 9.3 miles, 20 minutes.

- A. Right out of parking lot onto Rainbow north bound to 95 Freeway – 5 mi
- B. Remain in Carpool Lane and merge onto I-15 South Bound – 4.1 mi
- C. Exit Russel Road and stay to the left turn lane. We will take the furthest lane to the right to make the left-hand turn. This will position us to make the next turn at Las Vegas Blvd - .3 miles.
- D. Destination on the left.

8. On-road communications:

Leader's cell phone: 702-XXX-XXXX
 Tail Gunner's cell phone: 702 XXX-XXXX

9. General; Please read and be familiar:

- A. **Staggered Riding** - *minimum* 2-second spacing behind rider directly in front of you and 1-second spacing behind the rider **DIAGONALLY** in front of you.
- B. **Stop signs** - Double up and proceed through in pairs. The group will slow or stop to allow those catching up to do so without speeding.
- C. **Stop lights** - stop on red regardless of your position in the group. Do not speed to catch up when you get the green light. The main group will slow or stop for those catching up.
- D. **Lane changes** - Pass the signal back. **DO NOT CHANGE LANES UNTIL THE RIDER BEHIND YOU MOVES.** The **ONLY** exception to this rule is the Tail Gunner.

- E. **Passing traffic when there is only one lane in each direction** - Pass one at a time, SINGLE FILE until past the vehicle. Allow room behind you for other passing riders. Resume staggered positions. Use common sense regarding WHEN it is safe for you to pass

- F. **IF the leader passes and signals you to pass him/her also** - Pass him/her without delay and assume single file positions in the **RIGHT** track to allow leader to pass the group and re-take lead position.

- G. **Filling in rider position gaps in front of you** - Look for a "pass me" signal from the rider in front of you. If they do not signal, give a short notifying horn beep, and MOVE STRAIGHT AHEAD to fill the gap. DO NOT CROSS TRACKS.

- H. **Pass hand signals back quickly:**
 - 1. Staggered riding/single file signals
 - 2. Slow down/speed up signals
 - 3. Obstacle - point with foot or hand
 - 4. Blocking signal/blocking wave off signals
 - 5. Heads up signal(s)

- I. **3-wheeled cycles and side cars** - Will be at the rear of the group in single file (2-sec. spacing) just in front of Tail Gunner. Returning blockers will pass 3-wheeled cycles on the left, so 3-wheeled cycles should go to the right track when recovering blockers.

- J. **New riders** - Will be near the back as much as possible.

- K. **Breakdown** - If a breakdown occurs, the Fallout rider will fall out with the affected rider. LRC will determine whether to stop the group or continue.

NOTE:

ALWAYS be prepared to stop behind the LRC at ALL intersections. EXPECT the LRC to make the go/no-go decision at the last moment. The LRC's brake lights ARE a signal.