

Kenosha H.O.G. Chapter
Road Captain & Assistant Road Captain Rules and Requirements

1. General:

- These rules and requirements are set in place for the Road Captains (RC's) and Assistant Road Captains (ARC's) for the Kenosha H.O.G. Chapter.
- Although not all positions may be filled at all times, there will be a maximum of 20 Road Captains and 12 Assistant Road Captains for the Kenosha H.O.G. Chapter.
- There will be a Road Captain Meeting every month on the Tuesday before each Chapter Meeting at 6:30 PM at the Brat Stop unless otherwise announced by the Head Road Captain
- RC's and ARC's will lead and assist in Chapter rides assuring that, as much as possible, the rides are well laid out, pre-ridden (if at all possible), and made as safe as possible for those attending these rides. Other duties may include parking detail or assisting in special Chapter sponsored events.
- The main responsibility and priority of all RC's and ARC's is safety at all times for all riders attending Chapter rides and events.
- All RC's and ARC's will set forth good examples for those attending Chapter rides of safe group riding practices and procedures.
- All RC's and ARC's will become completely familiar and adhere to these rules and requirements as set forth by the Road Captain Group of the Kenosha H.O.G. Chapter.

2. Clarifications:

- Assisting in a Chapter Ride - Any RC or ARC attending any Chapter ride may at any time be asked to lead a group of riders, assist a rider with mechanical problems, or help in any other capacity during any ride. Because a RC and ARC may be asked to perform any duties during a ride they attend they will be credited with having *assisted* in that ride. NOTE: You cannot receive credit for both leading and assisting in any one Chapter ride.
- Leading a Chapter Ride - Any time a RC or ARC leads a group of riders during a scheduled Chapter ride for approximately 50 or more miles they will be credited with *leading* a Chapter ride. More than one RC or ARC may receive credit for leading any one Chapter ride. NOTE: You cannot receive credit for both leading and assisting in any one Chapter ride.
- Mentoring - A Road Captain teaching (*mentoring*) an Assistant Road Captain in learning how to setup, and properly lead, and manage a Chapter ride. This is accomplished either by the ARC working with a RC on the RC's ride or a RC working with a ARC on the ARC's ride.
- Setting up or Laying out a Chapter Ride - Doing all necessary work in mapping out and setting up a Chapter ride. More than one RC or ARC may receive credit for *setting up or laying out* a Chapter ride. Setting up or laying out a Chapter ride shall include but not necessarily be limited to:

- a. Mapping out the ride and providing ride maps and/or written routes for attending riders.
- b. Laying out and pre-arranging gas stops, restaurant stops, rest stops, points of interest stops, and hotel/motel stops, etc.
- c. Pre-riding (at the very least 1 pre-ride) the entire route. It is recommended that the ride is pre-ridden as many times as possible to become completely familiar with the entire route. However, it may not be practical to pre-ride longer rides (i.e. a Chapter Ride to Sturgis).
- d. Advertising Chapter ride through all means possible to get the word of the ride out to all Chapter members.

3. **Road Captain Requirements:**

The following is a list of requirements that all Road Captains are expected to accomplish throughout the calendar year in order to maintain their status as Road Captain for the Kenosha H.O.G. Chapter:

- Setup/Layout and lead at least one Chapter Ride of approximately 50 or more miles round trip. These rides may consist of breakfast, lunch, or dinner rides, day rides, and multi-day & night rides.
- Attend/Assist in at least 2 or more Chapter rides.
- Attend at least 1/2 of all Road Captain meetings.
- Attend at least 1/2 of all Chapter meetings.
- Although it is not mandatory, it is strongly encouraged that Road Captains mentor an Assistant Road Captain on the Road Captains rides or on the Assistant Road Captains ride. This may include setting up and laying out a Chapter ride. The intent of this paragraph is to assure that all ARC's have an opportunity to be mentored by a RC and learn good group leading skills.
- Adhere to the Road Captain rules and requirements.
- Successfully complete and maintain CPR and First-Aide certification. Take and successfully complete Accident Scene Management 100 series. The RC's and ARC's shall pay for the training fees at the time of the training. The Chapter Board has agreed to pay in full for all RC and ARC training as long as Chapter funds are available to pay for such training and the RC or ARC has successfully completed this training and fulfilled RC and ARC requirements. If Chapter funds are not available to pay for this training at the end of the year RC's and ARC's understand that they will not be refunded. It will be the responsibility of the Safety Officer along with the Head Road Captain (or others appointed by the Head Road Captain) that these courses are arranged and scheduled. It is the responsibility of the RC's and ARC's to attend the scheduled training if at all possible.
- Chapter funds permitting, all Road Captains that fulfill the requirements of a Road Captain for the Kenosha H.O.G. Chapter, will be refunded their Chapter dues at the end of the year.

It is understood that the position of Road Captain is a volunteer position and that all of us have families and personal lives apart from the Kenosha H.O.G. Chapter. There may come a point where you are not able to fulfill the above requirements. This will

never be viewed as a reflection of your commitment to the position of RC or the Kenosha H.O.G. Chapter.

4. Assistant Road Captain Requirements:

The following is a list of requirements that all Assistant Road Captains are expected to accomplish throughout the calendar year in order to maintain their status of Assistant Road Captain or be moved up to Road Captain status should a position be open for the Kenosha H.O.G. Chapter:

- Lead at least 1 or more Chapter ride of approximately 50 miles per lead or more for each person leading.
- At least one Road Captain must be in attendance of any Chapter ride an Assistant Road Captain leads.
- Assist a RC in setting up and laying out at least 1 Chapter ride or setting up and laying out their own Chapter ride with the assistance of a RC.
- Attend/Assist in at least 2 or more Chapter rides.
- Attend at least 1/2 of all Road Captain meetings.
- Attend at least 1/2 of all Chapter meetings.
- Adhere to the Road Captain Rules & Requirements
- Successfully complete and maintain CPR and First-Aide certification. Take and successfully complete Accident Scene Management 100 series. The RC's and ARC's shall pay for the training fees at the time of the training. The Chapter Board has agreed to pay in full for all RC and ARC training as long as Chapter funds are available to pay for such training and the RC or ARC has successfully completed this training and fulfilled RC and ARC requirements. If Chapter funds are not available to pay for this training at the end of the year RC's and ARC's understand that they will not be refunded. It will be the responsibility of the Safety Officer along with the Head Road Captain (or others appointed by the Head Road Captain) that these courses are arranged and scheduled the training. It is the responsibility of the RC's and ARC's to attend the scheduled training if at all possible.
- If an Assistant Road Captain is moved up to a Road Captain position anytime during the year, that person will be refunded their Chapter dues at the end of the year. They will only be refunded these dues if they have fulfilled all Road Captain requirements and if Chapter funds permit.

It is understood that the position of Assistant Road Captain is a volunteer position and that all of us have families and personal lives apart from the Kenosha H.O.G. Chapter. There may come a point where you are not able to fulfill the above requirements. This will never be viewed as a reflection of your commitment to the position of ARC or the Kenosha H.O.G. Chapter.

5. Leading or Assisting in a Chapter ride:

The following is a list of items to be accomplished when leading and/or assisting during a Chapter ride:

- If at all possible, all Chapter rides should consist (at the very least) of one RC and another RC or ARC with documentation.

- Provide a ride that is thoroughly laid out and mapped out.
- All intended leaders of a Chapter ride shall pre-ride the entire ride (at the very least once) as close as possible to the actual ride to identify any road construction (which may require a change in route) and safety hazards. Understanding that it may not be practical to pre-ride long rides such as a Chapter Ride to Sturgis.
- Make available a ride map or written route to all riders attending the ride. Assure that all attending/assisting RC's and ARC's have a copy of a map or written route in the case that they would be required to take a lead for some unforeseen reason.
- Assure all persons have filled out all required releases or provided proof that they are current Kenosha H.O.G. Chapter members and have signed in on the ride roster.
- Make it a point to personally introduce yourself to new members or persons attending the ride you have never met before. This is intended to make new attendees to our rides feel like they are welcome and help them feel comfortable around a group of people that they have never met.
- If a Chapter ride is well attended it may become necessary to split the ride up into more than one group. This may be required to keep the groups to a more manageable size. If this is the case, the lead RC on the ride will appoint other RC's or ARC's (preferably those that are familiar with the route) to lead extra groups. The lead RC will also appoint other RC's and/or ARC's to ride sweep positions, etc.
- Provided pre-ride orientation that shall include the following:
 1. Explain the entire ride and/or destination, gas stops, points of interest etc.
 2. Go through hand signals and stress the importance of relaying hand signals. Hand signals will include: left-turn, right-turn, pointing out road hazards, single file, return to staggered positions, slow down, stop, and speed up.
 3. Explain staggered riding formation and importance of maintaining staggered formation and distance intervals.
 4. When a ride consists of Interstate highway riding explain how the Interstate will be handled as spelled out in the interstate highway items as explained later in this section.
 5. Introduce all attending/assisting RC's and ARC's.
 6. Make it a point to ask for people that are new to group riding so that they can be put up front next to the leader during the ride.
 7. Explain what happens in case a bike in the group has a mechanical breakdown or an accident occurs.
 8. Explain that although the RC's and ARC's are there to make the ride as safe as possible, that all riders attending the ride are ultimately responsible for their own safety and judgements when attending a Chapter ride (i.e. going through a stop sign after the leader has cleared the intersection).
 9. Ask if there are any questions.
- Place the most inexperienced riders up in front of the group with the lead RC/ARC so that the lead RC/ARC may pace the ride to the least experienced of the group. Always keep in mind that some of the riders in your group may not

be as accomplished a rider as you. Make sure you are not riding/leading beyond the means of the least experienced rider in your group.

- When coming to a stop sign, stop completely and allow all riders in the group to catch up with the lead bike and stop with everyone else in the group. Once all riders have stopped then continue through the stop sign when it is safe to do so.
- Do not ride any faster than the posted speed limit.
- Do not ride any slower than absolutely required. Riding too slow presents an extreme hazard if cars become annoyed because the group is riding too slow and a car attempts to pass the entire group of riders on a two-lane road.
- Do your best to keep the group together. Provide a means to re-group if the riders get separated during a ride.
- Do not lead your group to pass a slow car on a two-lane road unless you are absolutely certain the entire group can make the pass with plenty of room to spare and in a safe manner. Consider that it is better to arrive at your destination a bit later than planned than to risk the safety of the entire group! In most situations there will be no reason to pass a slow moving vehicle on a two-lane well-traveled road. It's just not worth the risk!
- When riding on an interstate highway, be aware of cars that may need to merge into the group to make an exit. Provide room for the car to merge into the group and exit. Most cars do not like to ride in the middle of a group of motorcyclists and will move out of the group as soon as possible. Provide this information to all riders at the pre-ride orientation if the ride includes interstate riding.
- If at all possible, when riding on an interstate highway and the lead rider decides to change lanes, the lead rider shall give the signal to change lanes yet stay in the lane they are currently in. Once the signal has been passed all of the way back to the sweep rider, the sweep rider will secure the lane the lead rider intends to move to. Once the lead rider sees that the sweep rider has secured the intended lane the lead rider will once again give the signal to change lanes and then proceed to change to that lane. When changing lanes to pass slower traffic, the lead rider will wait to change back to the original lane until all riders in the group have cleared the slower traffic. Once again the lane change shall take place as described above with the sweep rider securing the lane before the lead rider leads the rest of the group back to the original lane. Provide this information to all riders at the pre-ride orientation if the ride includes interstate riding.
- It is up to the RC's and ARC's to set a good example for the entire group. You are also representing the entire Kenosha H.O.G. Chapter. Do not allow yourself to be under the influence or consume drugs or alcohol when leading or attending/assisting in a Chapter ride. People that attend our rides are counting on us as Road Captains and Assistant Road Captains, to provide a fun and safe experience. Being under the influence of any substance, including some prescription drugs, can alter your judgement.
- If there is someone in your group that is causing a hazard to themselves or those around them, take them aside or pull up next to them and ask them to stop doing whatever it is that is causing the hazard. If you need to approach someone in the group that is causing a hazard, be sure to have at least one or more RC's and/or ARC's accompany you when you talk to that person. If the person continues to

present a hazard and refuses to listen and heed your requests, kindly give them a copy of the route and tell them to ride by themselves to the destination or leave the ride completely. This is your right as a RC or ARC for the Kenosha H.O.G. Chapter! We'd rather have someone mad at us than have someone else injured or worse!

- Assure that the ride roster is completely filled out and all releases are filled out completely and properly. Any person attending a Chapter ride must provide proof they are a current Kenosha H.O.G. Chapter member, or they will be required to fill out a Release Form. Once the ride is completed, turn in the ride roster and all ride releases to the Head Road Captain as soon as possible. No one will receive the credit they deserve on a ride if the information is not received. The forms that must be available and properly filled out during any Chapter ride are as follows: Ride Roster, Adult Release Form (for non-Chapter members), Minor Release Form (for minor to sign), and Minor Release Form (for guardian to sign). Accident and Injury Forms should also be available.