1.0 Introduction
Congratulations on your decision to become a CVMA Chapter 27-2 Road Captain (RC). As a Road Captain, you will make an important contribution to the success of our Chapter’s safe riding program. In order to have fun riding in a group, we have to be safe and have well qualified Road Captains. By volunteering, you have already demonstrated you have the best interests of our Chapter at heart. This manual is a guide to the rules and a procedure followed by CVMA Chapter 27-2 Road Captains and lists the qualification requirements to become a fully qualified Road Captain.

2.0 Responsibilities of a Road Captain
Every Road Captain has certain basic responsibilities. Lead Road Captains (LRC) and Tail Gunner (TG) have responsibilities specific to their duties including Pre-ride planning and preparation and road safety. This section details the responsibilities of all Road Captains and specific responsibilities of Lead and Tail Road Captains.

2.1 Basic Responsibilities of all Road Captains
As a Road Captain, you will:
- Assist in planning routes for Chapter rides
- Educate Chapter members about group riding techniques
- Inform Chapter members of hand signals used by the chapter on group rides
- Assist in obtaining attendance forms for Chapter rides
- Act as a Lead Road Captain, i.e. guide, for organized Chapter rides
- Act as a Tail Gunner, i.e. sweep, for organized Chapter rides
- Lead at least the minimum required number of rides as agreed upon by the Chapter Board of Directors (BOD).
- Find a replacement if unable to fulfill any ride commitment. If the assigned RC and Head Road Captain (HRC) are unable to find a replacement, the ride may be cancelled or turned into a Pickup Ride
- Ensure all needed RC forms and material, including a current listing of all Chapter RCs and their phone numbers, are available

2.2 Responsibilities of a Lead Road Captain
The Lead Road Captain will:
- Prepare and have written route directions for distribution to other RCs on the ride
• Conduct a Pre-Ride brief for all riders
• Ensure appropriate event release forms are completed and signed
• Take charge of the group until the final destination has been reached
• Plan enough time into your ride schedule have a proper Pre-Ride brief and time to get to your destination while considering the possibility of traffic and ride delays
• If road conditions or weather dictate, the LRC may alter the ride route or destination. The LRC may also cancel the ride upon notifying the HRC/Assistant Head Road Captain (AHRC)
• Separate large groups into smaller groups if possible. Group size should be kept to 8 to 10 bikes or less including the ride leaders. The LRC will make any judgment calls needed to place riders with needs in specified groups and or positions within the group
• Position new riders within group, ideally at the end in front of the TG, or where the new rider designates a preference.
• 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
• Lead the group in a safe manner and execute sound judgment in situations not specifically covered in these guidelines
• Forward a ride report to the HRC at the end of the ride indicating the Ride Name, LRC, TG, number of bikes, number of participants, total miles per rider, total miles and any significant problems

2.3 Responsibilities of a Tail Gunner
The Tail Gunner:
• Notify the Lead Road Captain that Group is ready to depart for the ride.
• Be observant of any hazardous conditions or conduct, take immediate corrective action as appropriate, and inform the LRC at the earliest safe opportunity
• In the event the group becomes separated either: a) move to the lead position of the rear group, or b) remain in the TG position and appoint another RC/rider to take the lead
• Respond to directions from the LRC
• Primary member to stop with any rider who has a problem.

2.4 Equipment
At a minimum, all RCs should carry or ensure that they have access to a cell phone, a well stocked first aid kit, and a basic tool kit.

2.4.1 First Aid Kit
RCs should carry a first aid kit consisting of the following: sterile gauze squares; antibacterial spray or ointment; clean water; and rolled gauze, sufficient for administering minor first aid.

2.4.2 Tool Kit
Road Captains should carry a basic tool kit to assist others who may need to make minor repairs.
A recommended tool kit includes assorted Hex Head wrenches, assorted Torx head wrenches, flat head and Phillips screw drivers, pliers, electrical tape, zip ties, and chem-lights or signal flares.

2.4.3 Documents
Each RC should have the following:
- RC contact information
- Pre-ride Briefing Sheet (Appendix B)
- Route
- Emergency Phone Numbers

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

2.5.1 Road Captain Prerequisites
The Candidate Road Captain (CRC) shall meet the following prerequisites:
- Be a member in good standing of National CVMA.
- Be a member in good standing of the CVMA Chapter 27-2.
- Have the approval of the Head Road Captain and the Chapter BOD.
Once you have been qualified as a Road Captain, you must ensure that you continue to meet these prerequisite requirements. If you do not, you will be removed from the Road Captain roster.

2.5.2 Qualifying Process
The Chapter BOD will have the final approval.

2.5.2.1 Qualifying as a Tail Gunner
In order to qualify as a TG (aka tailgunner/sweep), a CRC must demonstrate the following skills/abilities to his or her assigned mentor. The mentor will notify the Head Road Captain when a CRC has completed this stage. The CRC shall demonstrate the ability to:
- Notice unsafe / improper group riding technique
- Instruct group riders in proper group riding technique during a ride
• Provide corrective actions to riders for issues will be done at stops or at the end of the ride.
• Issues include: Following too close, following too far, not correcting a broken stagger, weaving, passing within the lane, showing off in an unsafe manner, etc.
• Demonstrate knowledge and proper use of Chapter 27-2 hand signals (Appendix A)
• Demonstrate the proper way to accomplish a lane change

2.5.2.2 Qualifying as a Lead Road Captain
In order to qualify as an LRC, a CRC must demonstrate the following skills/abilities to his or her assigned mentor. The mentor will notify the Head Road Captain when a CRC has completed this stage. The CRC shall demonstrate the ability to:
• Plan the route for one ride
• Demonstrate a proper Pre-Ride brief
• Negotiate a group through urban and suburban environments
• Demonstrate proper acceleration technique and good speed control
• Execute proper lane changes in urban, suburban, and highway environments
• Demonstrate the canceling of a lane change
• Demonstrate the proper technique for passing vehicles in the oncoming traffic lane. This may be done on an empty road
• Demonstrate the proper technique for passing a big-rig on a multi-lane highway
• Demonstrate the ability to recognize and adjust the ride to the experience level/riding capabilities of the entire group
• Demonstrate an awareness of environmental changes including weather and road conditions
• Complete a qualification ride preferably with a group of RCs. The RCs will evaluate the
• CRC and report to the HRC

2.5.3 Presentation of Road Captain Patch
After a Road Captain candidate meets all the prerequisites of becoming a Road Captain and the Head Road Captain and Chapter BOD determines Road Captain eligibility, every effort will be made to present the Road Captain Patch to the candidate at a regularly scheduled Chapter meeting. This presentation will indicate to all members present that this individual has met the basic requirements of the position.

3.0 The Ride
Every rider who chooses to participate in an official Chapter ride has a responsibility to:
• Show up on time
• Arrive with a full gas tank
• Keep a properly maintained motorcycle
• Wear all state-required safety equipment
• Be familiar with and exercise the Chapter’s Group Riding and Safety SOP
• Know the Chapters Hand and Arm Signals
• Listen to and follow the instructions of the Road Captains unless those instructions will put them or others in an unsafe situation
• Know the basic route

3.1 Meeting Place & Time
RCs will determine the meeting place and time for their ride and provide a ride description form to the HRC. The meeting time will be stated as the time that the ride briefing will start. The briefing should take no more than 15 minutes. The RCs for each ride will meet at least 15 minutes prior to the scheduled time to ensure they are prepared for the ride.

3.1.1 Communication
The HRC will ensure the Chapter Google Group is updated with the latest ride information.

3.1.2 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 HRC, Chapter Commander or XO in person or by telephone, and posted to the Chapter Google Group. The LRC shall ensure someone travels to the designate meeting sight and any pick-up sights to ensure anyone who shows up for the ride is notified of the cancellation.

3.2 Pre-Ride Briefing
At the stated meeting time the LRC or designee will conduct a briefing from the RC briefing sheet. 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).
• All stated time intervals are minimums! (Staggered Riding – 2 seconds interval of the bike directly in front of you, 1 second interval of all other bikes)
• Stop Signs – double up, proceed through in pairs and then make separation
• Stop Lights – stop if light turns regardless of your position in group unless there are road guards posted, in which case all riders proceed through traffic signal regardless of light color.
• 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
• 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
• Lane Changes – instruct riders: pass signal (hand and/or light) back, do not move, the TG will change position, move only after rider in front of you does. Inform riders that
• LRC could cancel the lane change if needed
• 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
• Passing: Always using riders own judgment
  o One lane each direction
- Multilane Big Rigs
- Any vehicle on an adjoining shoulder

- Hand Signals – minimally the bold signals should be covered
  - Left Turn
  - Right Turn
  - Stop
  - Slow Down
  - Speed Up
  - Single File
  - Staggered
  - Obstacle left
  - Obstacle right
  - Pull Off
  - Blinker On
  - High Beam
  - Gas
  - Food
  - Comfort Stop

- Breakdown / Accident Procedure – everyone following incident bike stops. Road Captain(s) will determine what needs to happen.
- Return Route / Way Home – repeat from initial brief.
- If equipped, have all riders turn passing lamps (spots) off, except for the TG.
- If equipment failure occurs, TG will attend to the rider, and the LRC will pull over when safe. The LRC will determine the actions that will follow.
- Accidents: Preemptively identify who will, if needed, call emergency numbers, handle traffic, stay at scene, and perform first-aid. The LRC will be the focal point to make decisions.
- 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

3.3 Riding Guidelines
- The LRC will wait at stop signs until the TG has stopped.
- The LRC and TG will communicate via Hand Signals.
- LRC will use all hand signals as needed and will re-issue hand signals if required after stops.
- In the event of a serious safety issue the TG shall signal the LRC via CB radio or headlight or Hand Signals to make an immediate stop to correct the issue.

3.4 Riding Formations
The basic formation for all rides is the staggered formation.

3.4.1 Environmental Conditions
Environmental conditions will dictate when the LRC places the group in a single file formation. All stated time intervals are minimums! Environmental considerations may include, but are not limited to:
- Road width
• Presence of frequent or tight curves (normally back roads)
• Road conditions (construction, sand or gravel, pot holes, etc.)
• Vehicles on the side of the road (bicycles, emergency, disabled, etc.)
• Weather

### 3.4.2 Staggered Formation
The staggered formation, signaled by the LRC by a hand signal above the head with the index and little finger extended, consists of riders, alternately, in the right and left halves of the travel lane. All riders in the left half of the lane should have a two (2) second separation. All riders in the right half of the lane should have a two (2) second separation. All riders should have a one (1) second separation to the nearest bike, right or left, to them.

### 3.4.3 Single File
Single File, noted by a hand signal above the head with the index finger only extended is used when environmental conditions preclude use of the Staggered Formation. All riders will slow slightly to allow a two (2) second separation from the rider in front of them. Each rider may now use the entire lane. LRC will signal when to return to the staggered position.

### 3.5 Hand Signals
Hand signals will be used at all times to maneuver the group, change formation or point out hazards. Hand signals should be given in a timely manner but not so early or late that they are meaningless or unnecessary. The LRC will initiate all hand signals with the exception of pointing out hazards. Any rider in the group, in any position, upon becoming aware of a hazard, should point out the hazard to all riders that follow. When the LRC issues a hand signal, he or she shall hold the hand signal until the rider behind the LRC performs the signal. Upon seeing the signal relayed back, the LRC may then resume riding with two hands. Each subsequent rider will maintain the hand signal until the rider behind acknowledges receipt by also performing the hand signal. The TGC 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

### 3.6 Traffic Lanes
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. 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. 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. 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 believes the frequency of access ramps would likely cause a disruption to the group from merging traffic. Lane changes will be kept to a minimum and only used to pass slower traffic or to avoid road hazards.
3.6.1 Lane Changes in Detail
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. 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. 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. The LRC
will initiate lane changes by signaling the TG by hand signal, the motorcycle's turn
signal. The LRC can cancel the intended lane change if needed. This is noted by a back
and forth hand signal at the neck, similar to that used to signal shutdown of engines.
Subsequent riders will hold their positions and pass the signal back. 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 half of the new lane. Each rider, in turn, will
then follow suit and maneuver into the new travel lane.

NOTE
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 LEAD ROAD CAPTAIN MAY INITIATE THE LANE CHANGE
WITHOUT WAITING FOR THE TG. ALL SUBSEQUANT RIDERS SHALL THEN
FOLLOW INTO THE NEW TRAVEL LANE, AS INDIVIDUALS, WHEN SAFE TO DO
SO, WITHOUT REGARD FOR AUTOMOBILES THAT MAY END UP IN THE MIDDLE
OF THE GROUP. WHEN SAFE THE GROUP WILL REASSEMBLE.

3.8 Breakdown / Accidents
In the event of a breakdown or an accident, all riders behind the motorcycle(s) involved
in the incident will pull over to the side of the road where safe to do so. The LRC will find
a safe place to pull over the rest of the group that was in front of the accident. The TG
and/or another RC will assess the situation and assign individuals to help as needed to
block oncoming traffic or call for emergency services. The LRC must be contacted to
inform him or her of the situation. Once the situation has been assessed and stabilized,
a Road Captain will proceed or designate another member to lead the rest of the riders,
those who are not required to stay and help, to join up with the LRC's group. If any
injuries occur during an official chapter ride, notify the Chapter Leadership or the Head
Road Captain. Please note that only police can take a witness report. 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 Ride De-Brief
All members are expected to identify any issues to the group. This should be done in a
courteous, semi-professional manner in order to maximize benefit of lessons learned.
During the ride a Hot Wash/After Action Review will be conducted (Appendix C Ride Hot Wash/After Action Review). This should be conducted prior to the group breaking for home, i.e. last fuel stop or rest/break area

4.0 After the Ride
The Ride Officially Ends on Arrival at the Destination – You can return home at any time and by any route you choose. If you are unsure how to get back home, ask a Road Captain for directions. After you arrive at home, let the Ride Captain know, preferably by Text or E-mail (Google Group).

5.0 Mentoring
Prospective Road Captains shall choose or be assigned a mentor from the cadre of experienced Road Captains by the Head Road Captain. The mentors shall work to educate and train the new volunteer CRCs ensuring that he or she is familiar with the Road Captain Manual and the CVMA Chapter 27-2 Group Riding and Safety SOP.
## MSF's Guide to Group Riding: Hand Signals

<table>
<thead>
<tr>
<th><strong>Stop</strong></th>
<th></th>
<th><strong>Turn Signal On</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm extended straight down, palm facing back</td>
<td>Arm and index finger extended straight up</td>
<td>Open and close hand with fingers and thumb extended</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Slow Down</strong></th>
<th></th>
<th><strong>Fuel</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm extended straight out, palm facing down</td>
<td>Arm with index and middle finger extended straight up</td>
<td>Arm out to side, pointing to tank with finger extended</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Speed Up</strong></th>
<th></th>
<th><strong>Refreshment Stop</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm extended straight out, palm facing up</td>
<td>Hazard in Roadway - on the right, point with right hand on the left, point with left hand</td>
<td>Fingers closed, thumb to mouth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>You Lead/You Come</strong></th>
<th></th>
<th><strong>Comfort Stop</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm extended upward 60 degrees, palm forward pointing with index finger - moving arc from back to front</td>
<td>Headlight - flip one palm of hand with open palm down</td>
<td>Forearm extended, fist clenched with short up and down motion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Follow Me</strong></th>
<th></th>
<th><strong>Pull Off</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm extended straight up from shoulder, palm forward</td>
<td></td>
<td>Arm positioned as for tight turn, forearm swung towards shoulder</td>
</tr>
</tbody>
</table>

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Version 1.3 18 April 2012
Appendix B: Pre-RIDE BRIEF

Ride Date ______________

1. Road Captain is ____________________________________________

2. Tail Gunner Rider is __________________________________________

3. Group Leader(s) is ___________________________________________

4. Destination is _______________________________________________

5. Route will be:
   - Expected Departure Time is _________________
   - Expected Arrival Time is _________________
   - Expected Return Departure Time is _________________

6. Intermediate stops will be at:
   - Location: __________________ Arrive At: ________ Depart At: ________
   - Location: __________________ Arrive At: ________ Depart At: ________
   - Location: __________________ Arrive At: ________ Depart At: ________
   - Location: __________________ Arrive At: ________ Depart At: ________

7. Expected Expenses: __________________________________________

8. General:
   - ID Riders with 1st Aid Kit.
   - ID New Rider(s).
   - Verify Cell Phone Numbers.
   - Expected Ride Speeds (No more than 10 over posted Speed limits).
   - We will ride in a staggered formation whenever possible.
   - Review Breakdown Procedures.
   - Be attentive to, and pass back to the next rider, all signals from the Road Captain.
   - If using Blockers is anticipated, Review Hand Signals and Reintegration of Blockers to formation.
   - The Road Captain (or the Group Leaders if the group becomes separated) will make all decisions concerning the route, speed, lane of travel, etc.. These are not suggestions! Follow the Road Captain or leave the ride if you feel your safety is at risk.
   - YOU are responsible for your own safety!
Appendix C: Ride Hot Wash/After Action Review

The purpose of the Hot Wash/AAR is to improve the group riding experience. All members are expected to identify any issues to the group. This should be done in a courteous, semi-professional manner in order to maximize benefit of lessons learned.

- Discuss three positive things about the ride:

- Discuss three items that needs improvement in the ride:

- Are there items that need to be addressed in the SOP? If so, Inform the Safety Officer.
Option A:

6.0 Practical Exercise/Test

6.1. Practical Exercises
Upon becoming familiar with the contents of the Road Captain Training Manual, the candidate will complete four practical exercises. These exercises will be overseen by the candidate’s mentor.

The first exercise will consist of the candidate riding in the number two position while the mentor acts as Lead for a ride.

The second exercise the candidate will accompany the mentor as the mentor acts as the Sweep for a ride.

The purpose of the first two exercises is for the mentor to point out areas that the candidate should be concerned about while acting as a Road Captain. If either the mentor or the candidate feel it is necessary, the first two exercises may be repeated until both parties are satisfied that the candidate can proceed to the second two exercises.

In the third and fourth exercises the candidate will act as Lead and Sweep respectively while the mentor rides along side.

6.2. Practical Test
At the completion of training, prior to receiving a Road Captain patch and becoming fully qualified as a Road Captain, the Road Captain Candidate will undergo a practical exercise whereby he or she will plan and lead a Chapter Ride. Qualified Road Captains on the ride will evaluate the Candidate based on the following criteria:

1. Route Plan (minimum of a 30-mile round trip route.)
2. Pre-ride meeting: Was the pre-ride clear and concise? Did the Candidate complete the pre-ride brief?
3. Acceleration from a stop: Did the candidate accelerate at a pace that enables all riders to comfortably join the group?
4. Urban Driving: Did the Candidate lead the group through an urban environment as to minimize the disruption of the group due to other traffic, stop signs, stop lights, etc?
5. Lane Changes: While acting as Lead, were lane changes well planned, necessary and kept to a minimum?
6. Lane Changes: While acting as Lead, were lane changes properly executed?
7. Hand Signals: Were hand signals clearly given and held up until acknowledged by the next rider?
8. Hand Signals: Were hand signals performed in a timely manner
9. Traffic Lane Selection: Was the group lead in the appropriate traffic lanes given road conditions and route of travel?
10. Passing: Was passing kept to a minimum and if performed, done in a safe and expeditious manner?
Option B:

6.0 Practical Exercise/Test

6.1. Practical Exercises
Upon becoming familiar with the contents of the Road Captain Training Manual, the candidate will undergo testing and practical exercises as determined by the Head Road Captain and the Chapter BOD. These exercises will be overseen by the candidates mentor or any other qualified road captain.

6.2. Practical Test
At the completion of training, prior to receiving a Road Captain patch and becoming fully qualified as a Road Captain, the Road Captain Candidate will undergo a practical exercise whereby he or she will plan and lead a ride acting as Lead for the ride. The qualified Road Captains on the ride will evaluate the Candidate based on the following criteria:
1. Route plan.
2. Pre-ride briefing.
3. Acceleration from a stop.
4. Urban driving.
5. Freeway driving.
6. Lane changes.
8. Traffic lane selection.
Option C:

6.0 Practical Exercise/Test

Mentor — Each candidate will choose a mentor from the cadre of qualified Road Captains. The Senior Road Captain or designee must approve all Mentor-Candidate pairings. If a candidate cannot find a mentor the Senior Road Captain will assign one. The Mentor is responsible for training Road Captain Candidates and ensuring that he or she is familiar with the Road Captain Training Manual as well as Sheboygan Hog Group Riding Handbook.

Observed Rides - Practical Exercises — Upon becoming familiar with the contents of the RC Training Manual and Group Riding and Safety SOP, the candidate will undergo four observed rides (exercises) and one final "Practical" review. These rides will be overseen by the candidate’s mentor and or other Road Captains. The Observed Rides are organized with the objective of applying “Group Riding Techniques” and how well the candidate uses the “S.E.E. System” for Road Hazards, Anticipation of “Group” dangers, Correct Road Positioning (selection of lines) and Group speed, etc. We also try to transfer Long Distance Riding Experience.

The First Ride: The candidate will ride in the number 2 position while the mentor acts as Lead RC for a ride.

The Second Ride: The candidate will accompany the mentor as the mentor acts as the Tail Gunner for a ride.

The purpose of the first two exercises is for the mentor to point out areas that the candidate should be concerned about while acting as a Road Captain. If either the mentor or the candidate feels it is necessary, the first two exercises may be repeated until both parties are satisfied, then the candidate can proceed to the next two exercises.

Third and Fourth Rides: In the third and fourth exercises the candidate will act as Lead and Tail Gunner respectively while the mentor rides along side and observes.

Final Practical Exercise - Review At the completion of training, prior to receiving a Road Captain patch and becoming fully qualified as a Road Captain, the Road Captain Candidate will undergo a practical exercise whereby he or she will plan and lead a Road Captain only ride acting as Lead for a part of the ride and Tail Gunner for a part of the ride.

The qualified Road Captains on the ride will evaluate the Candidate based on the following criteria:

- Route Plan – minimum of a 50 to 200 mile round trip route
  o Does the route include sufficient and frequent enough rest stops taking into account the limitations of all models of bikes? Y - N
- Pre-ride meeting:
  o Was the pre-ride clear and concise? Y - N
  o Did the Candidate complete the pre-ride brief? Y - N
• **Acceleration from a stop:**
  - Did the candidate accelerate at a pace that enables all riders to comfortably join the group? Y - N

• **Urban Driving:**
  - Did the Candidate lead the group through an urban environment as to minimize the disruption of the group due to other traffic, stop signs, stop lights, etc? Y - N

• **Lane Changes:**
  - While acting as Lead, were lane changes well planned, necessary and kept to a minimum? Y - N
  - While acting as Lead, were lane changes properly executed? Y - N
  - While acting as Tail Gunner, did the Candidate execute the lane changes properly? Y - N

• **Hand Signals:**
  - Were hand signals clearly given and held up until acknowledged by the next rider? Y - N
  - Were hand signals performed in a timely manner? Y - N

• **Traffic Lane Selection:**
  - Was the group lead in the appropriate traffic lanes given road conditions and route of travel? Y - N

• **Passing:**
  - Was passing kept to a minimum and if performed, done in a safe manner? Y - N

• **While acting as Tail Gunner:**
  - Did the Candidate recognize unsafe situations and safely correct riders? Y - N
  - If the group splits up, did the Candidate assume the lead position? Y - N