

ORANGE PARK FLORIDA CHAPTER # 0679 ROAD CAPTAIN GUIDELINES

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Road Captain Eligibility

ANY full member of the Orange Park Florida Chapter # 0679 (OPHOG) is eligible to qualify to become a Road Captain. Road Captains should have and maintain a valid motorcycle driver's license and insurance as required by the state of Florida. Those interested should inquire with the Safety Officer or Head Road Captain.

Eligibility Process

1. The Safety Officer and Head Road Captain must qualify all Road Captains (RC).
2. The Safety Officer and Head Road Captain will review potential Road Captains' riding experience.
3. Four pre-evaluation training rides, at a minimum, are required for a Road Captain Candidate (RCC) with a qualified RC observing and conducting the safety briefing before each ride. The RCC must exhibit a thorough understanding of the responsibilities of a Road Captain, both in the Lead and Tail-Gunner positions.
4. One evaluation ride, at a minimum. The Head Road Captain or Safety Officer or their designee will evaluate the RCC.
5. Evaluation ride(s); the following is required: Work in conjunction with the RC to:
 - o Set up the trip destination as it relates to route, distance, breaks, fuel stops
 - o Conduct pre-ride meeting/safety briefing utilizing the RC checklist
 - o Verify ride/event participant membership
 - o Initial and collect liability release waiver forms
 - o Conduct a safe ride utilizing Road Captain protocol

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6. All RCCs must complete a copy of the Road Captain Candidate Qualification Checklist under the direct supervision of the evaluating Road Captain, Head Road Captain, or Safety Officer. This form must be filled out completely and turned in to the Head Road Captain or Safety Officer. When the RCC has completed all forms for all qualification rides, final qualification and confirmation will be made by the Head Road Captain.
7. Upon successful completion of the qualification process, RCCs will be presented to club Primary Officers for final confirmation.

Lead Road Captain's Duties & Responsibilities

Note: The Lead Road Captain of any particular event is ultimately in charge of everything on his/her ride including but not limited to:

- o Changes in the ride/event of any kind deemed necessary
 - o Cancellation of the ride/event (In the event of cancellation, the Lead Road Captain will be responsible for being present at the ride/event departure point to direct any arriving members for a period of 15 minutes before and after the original departure time)
 - o Any corrective action deemed necessary
 - o Exclusion of any ride/event participant for any reason
 - o Incorporation of Road Captain protocol (items 1 – 12)
1. The Lead RC will conduct a safe ride/event assuring the riding safety of all ride/event participants and limiting club exposure to risk and liability.
 2. It is recommended but not required that the Lead RC will wear a high reflectivity safety vest when leading a ride.
 3. The Lead RC will select a Tail-Gunner (TG) to accompany the ride/event. All TGs must be current, qualified RCs.
 4. The Lead RC will set up the departure time and location, route, distance, breaks, fuel stops, and all ride logistics, but not necessarily the ride/event destination. The departure time and departure location should **not** be changed within 14 days of the ride/event; time and location information should be provided to the Information Officer and the Webmaster one month before the ride date.
 5. The Lead RC should pre-ride the route within 30 days of the ride, taking into consideration road conditions, any unexpected detours, and rating the ride according to OPHOG ride ratings.
 6. The Lead RC will conduct a pre-ride safety briefing before departure, utilizing the RC checklist. Cell phone or CB radio communications will be in place between RC and TG.

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7. The Lead RC will verify participant club membership status and will initialize and collect liability release waiver forms for any non-members.
8. The Lead RC will initial and collect liability release waiver forms for any **minors** who are participating in the ride/event, **regardless of club membership status.** Such liability forms must be completed and signed by either the minor's parent or Court assigned legal guardian.
9. The Lead RC will assure that liability release waiver forms are turned into the chapter Secretary following each ride/event.
10. The Lead RC will plan for breaks for rides/events using an acceptable guideline. (A good rule of thumb is a break at each 50 miles or one hour)
11. In the event of an emergency, the Lead RC will maintain organization within the group and assure that the group is out of danger. The Lead RC will continue the ride/event and bring the remaining unaffected participants either to the planned destination, an alternate destination, or return to the point of origin/departure at which time the ride/event will terminate.
12. In the event of an emergency, at the conclusion of the emergency, the Lead RC will notify the club Director of the situation and outcome.

Tail-Gunner's Duties & Responsibilities

1. The Tail-Gunner (TG) will support the Lead RC on the ride/event assuring the safety of the participants and limiting club exposure to risk and liability.
2. TG must be knowledgeable of the planned route, road conditions, and breaks, and will assist the lead RC with any situation that may occur.
3. It is recommended but not required that the TG will wear a highly reflective safety vest when tailing the ride.
4. The TG will help maintain group integrity assuring that no outside vehicles or riders enter the group unnecessarily.
5. The TG will assure that hand-signals are passed through the group and that group members are riding in a manner which is consistent with safe riding standards established by the Club.
6. In the absence of the Lead RC, the TG will assume charge of any ride/event.

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7. The TG will be responsible for all emergency situations. The TG will in the event of an emergency be responsible for summoning police, fire, rescue, and emergency medical assistance.
8. The TG will compile and complete Accident/Injury Reports and written statements from all parties involved or witnessed. The TG will assure that Accident/Injury Reports and other pertinent forms are turned into the chapter Secretary following each ride/event.
9. In the event of an accident and upon completion of Accident/Injury Reports, emergency services and any accident related matters, at his/her discretion the TG will continue to the ride/event destination with any remaining riders or elect to return with any remaining riders to the ride/event's point of origin at which time the ride/event will terminate.
10. In the event of an emergency situation, at the conclusion of the emergency situation, the TG along with the lead RC will notify the club Director of the situation and outcome.

Emergency Procedures for Accidents

1. Be in control of the situation: Your demeanor and actions will directly affect the outcome in an emergency situation. Be firm, fair, but mostly in control.
2. Protect the Scene: (NUMBER ONE PRIORITY!)
 - i. Stop the flow of traffic, if on a major road, until you can personally assess the situation.
 - ii. Move bike(s) or rider(s) away from where the ambulances or other emergency traffic will be needed and off of the road, if safe to do so.
 - iii. Continue to monitor traffic and pedestrians for arising problems.
3. Immediately call for assistance: Call **911**. If there is no signal on your phone, flag someone down to get help or send a rider, preferably another Club Road Captain on the ride/event.
4. Provide aid as needed: Remember:
 - i. **DO NOT** move any injured person **unless** they are in a more imminent threat (i.e. they are lying in gasoline or there is a fire, fire ants, etc.).
 - ii. Enlist the aid of fellow riders, medical professionals, or bystanders with emergency skills.
 - iii. Keep the scene clear of unnecessary personnel unless they are rendering aid or comfort.
5. You cannot do it all by yourself. You must delegate these tasks to others in the group.

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Utilize other Road Captains or bystanders who can handle the task. Make sure that these Road Captains and bystanders get back with you when the assigned task has been completed.

6. Other considerations: There are some other problems that commonly arise in an accident situation, which you should be prepared to handle.
 - i. Distraught spouse, family member, or loved one
 - ii. Combative person (s)
 - iii. Hysterical / frustrated person (s)
 - iv. Other people/bystanders who want to be helpful

7. Your mental state: After a major emotional/physical ordeal there is a period of shakiness, nausea, headache or even vomiting. These are from the adrenalin released into your system. You must take time to steady yourself (and let others involved do the same) before trying to ride. Even in a minor accident. Do not let someone ride until you are reasonably sure they are able to ride safely.

8. **Remember, you are in charge until the ride terminates.**