



**NATIONAL ROAD CAPTAIN
SAFETY MANUAL**

APPENDIX

> Injury Report Form > Sign-up Form

> Hand Signals

> Riding Formation

Injury Report Form

Chapter Name: _____ Chapter Number: _____

Reporting Chapter Officer Name: _____

Home Ph: _____

Mailing Address: _____

Work Ph: _____

Best time to call: _____

Chapter Insurance Certificate #: _____

Date of Injury: _____

Place of Injury: _____

Name, addresses, and ages of person (s) Injured: _____

Names, addresses, telephone numbers of persons who saw incident. Attach extra sheets if necessary,

_____ When, where, how injury occurred. Attach a
separate sheet if necessary. _____

Type of injury Check appropriate areas:

Fatal ___ Head ___ Neck ___ Internal Injuries ___ Amputation ___

Back/Spine ___ Arms ___ Legs ___ Other _____

Name, address, phone number of person(s) having pictures of accident scene:

Name, address, phone number of responding police department and complaint #

ATTACH A PHOTOCOPY OF EACH INJURED PERSON'S SIGNED RELEASE FORM (REQUIRED). ATTACH THE POLICE REPORT IF AVAILABLE.

ONLY POLICE SHOULD TAKE WITNESS REPORTS.

**AMVETS RIDERS
ROAD CAPTAIN APPLICATION**

Calendar Year Applying For: _____
Date: _____

First Time Applicant: Yes / No

Returning Road Captain: Yes/No

Apprentice Road Captain Last Year: Yes / No

Name: _____

Address: _____

City, State, ZIP: _____

Home Phone: _____

Alternate Phone (cell): _____

E-mail: _____

Drivers License: Yes / No Motorcycle endorsement: Yes / No (*Attach Cop of License with this document*)

Current Motorcycle Insurance: Yes / No Insurance Company: _____
(*Attach Copy of Valid Insurance Card with this document*)

*******I Authorize AMVETS Riders (Head Road Captain and Officers) to check the status of my motorcycle license and insurance**

Motorcycle riding experience in Years: _____

Attended & Passed Motorcycle Safety Course: Yes / No

Name of Course: _____ Location: _____

Date: _____

(*Attach Copy of Certificate/Card (with supporting dates to this application)*)

Do you ever ride 2 up: Yes/ NO - If so, how often: _____

T-Shirt Size: You _____ Passenger _____

Signature _____

*******Return to: Head Road Captain at Road Captains Meeting**

**DON'T FORGET TO ATTACH: DRIVERS LICENSE, INSURANCE CARD AND SAFETY COURSE CERTIFICATE
ID CARD**



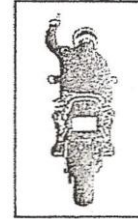
Stop
arm extended
straight down.
palm facing back



Slow Down
arm extended straight down.
palm facing back



You lead/Come
Arm extended upward 45 degrees. Palm
forward pointing with index finger. Swing in
arc from back to front



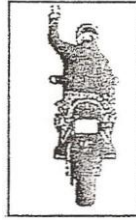
Single File arm
and index finger
extended
straight up



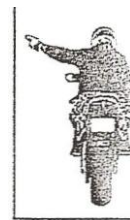
Speed Up
arm extended straight out,
palm facing up



Follow Me
arm extended
straight up
from shoulder,
palm forward



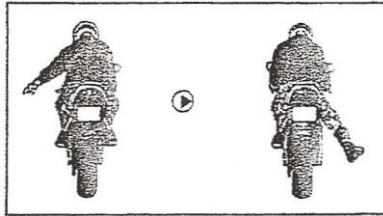
Double File arm
with index and
middle finger
extended straight
up



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



Fuel
arm out to side
pointing to tank
with finger
extended



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



High beam tap
on top of helmet
with open palm
down



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



Turn Signal On
open and close hand with fingers and thumb
extended



Refreshment Stop
fingers closed,
thumb to mouth

ROAD CAPTAIN REPRESENTATIVES Head Road Captain
Assistant Head Road Captain Road Captains Assistant Road Captains

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MISSION STATEMENT

> The Mission of the AMVETS Rider Road Captains is to insure that all rides and events are well planned, safe and enjoyable.

> We will fulfill this commitment by focusing on all aspects of safety, particularly Traffic and Crowd Control

> The AMVETS Riders Road Captains will also assist the Chapter and with other issues when requested.

> All AMVETS Riders Road Captains will treat ALL participants of Events with the same respect, as you would expect for yourself

> All Road Captains will react in a positive and professional manner when responding to any problems.

- GENERAL

Being an AMVETS Riders Road Captain is a "*PRIVILEGE*".

These qualifications, requirements and rules to become an AMVETS Rider Road Captain were set forth by the

National AMVETS Riders Head Road Captain/Safety Officer These qualifications, requirements and rules are set in place for the Road Captains (RC's) and Assistant Road Captains (ARC'S) Within each chapter of the AMVETS Riders.

> All new applicants to be a Road Captain will serve as an Assistant Road Captain for the entire calendar year. If you meet your requirements at the end of the year you may become a full Road Captain.

> All Road Captains will be acknowledged at the December Meeting or at the end of the riding season, if they fulfill in the participation and rules set forth in this manual.

> There will be a RC Meeting every month 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, and made as safe as possible for those attending these rides. Other duties may include and not limited to 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.

> New applicants will be interviewed before they are accepted as an assistant.

> If you are a current Road Captain and you lose your license or insurance and you don't notify the Head Road Captain and he finds out on his own you will lose your status as full Road Captain.

> All RC's and ARC's will become completely familiar and adhere to these rules and requirements as set forth by the National AMVETS Riders Head Road Captain/Safety Officer.

> The Head Road Captain will review each application. If there is any question as to the qualifications of an applicant, the following officers will make the final decision on acceptance: Head Road Captain, Safety Officer and President.

> Any violation of the qualifications, rules and requirements are grounds for dismissal of your "PRIVILEGE" to be a Road Captain. The decision of a dismissal will be determined by the following officers: Head Road Captain, Safety Officer and President.

CLARIFICATIONS

Assisting in a Chapter Ride

Any RC and 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:** If you assist in a ride contact the Head RC or any Chapter Officer and have them sign you in as assisting.

Mentoring

A RC teaching (*mentoring*) an ARC in learning how to setup, lead, anchor, sweep 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. With that said all RC's should help in teaching other RC's proper techniques in riding.

APPROVING/PRE-RIDE A CHAPTER RIDE

> This is the duty of the HRC to do pre-rides to insure that the route laid out by Ride Chair is accurate and safe as possible. More than one RC may attend a pre-ride, this is encouraged since this lays more eyes on potential problems they may see. Approving or laying out a Chapter ride shall include but not necessarily be limited to:

> Verify the maps and written routes given by the Chapter Ride Chair.

> Checking out and checking assignments for gas stops, restaurant stops, rest stops, points of interest stops and hotel/motel stops. There may be other issues to be looked at on a case-by-case basis.

> 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 in its entirety (i.e. a Chapter ride that last 2 or more days).

QUALIFICATIONS FOR ALL ROAD CAPTAINS

The following is a list of requirements that all RC's are expected to accomplish throughout the calendar year in order to maintain their status as RC for the AMVETS Riders.

> Valid driver's license with motorcycle endorsement (If Required within your State).

> Valid motorcycle insurance for the motorcycle you participate with.

> A member of the AMVETS Riders.

> Complete a MSF sponsored Advanced Riders Safety Course **within one year.**

> Complete a Basic First Aid Course **within one year.** (American Red Cross Preferred)

- > RC's will not partake or consume any kind of **ALCOHOL/DRUGS** prior to or during the time they are acting in the position of ROAD CAPTAIN during an event.
- > Follow the instruction of the Head RC and Assistant Head Road Captain.
- > RC's will operate their motorcycle in a safe manner
- > If you observe a ride participant with a motorcycle that could present a safety hazard to the rider or any ride participant, contact the Head RC or the Safety Officer.
- > Do not challenge *the* rider of a motorcycle by yourself; try to contact the Head RC or the Safety Officer first. If they are not available at least get another RC or ARC to help you. They are your witnesses.
- > Treat all ride participants with the same respect that you would expect to be treated.

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 AMVETS Riders.

- > Attend in at least 2 or more Chapter rides.
- > Attend at least 1/2 of all RC Meetings.
- > Attend at least 1/2 of all Chapter Meetings.
- > Assist in at least 25% of an advertised Pre-rides.
- > Assist in at least 50% of Chapter rides requiring RC support.
- > Although it is not mandatory, it is strongly encouraged that RC's mentor/assist an ARC' on the rides that require RC support. The intent is to assure that RC's and ARC's have an opportunity to learn good group riding skills.
- > Report to your Team Leader at each event, at the appointed time.
- > Go to your assignment, which could include any of the following and possibly some not listed.
 - 1.) Help with set-up of things. 2.) Crowd control.
 - 3.) Traffic control.
 - 4.) Watch for safety issues, both on motorcycles and participants.
 - 5.) Help insure that participants have an enjoyable and positive event 6.) Any other request from the (HRC) to promote a good event
- > Stay at your assignment until you are replaced or released from the assignment.
- > RC's must wear safety equipment specified by the (HRC) and/or Safety Officer.

> Always be alert for Safety Concerns for all riders and motorcycles.

> If there is an accident involving the event make sure that the scene is secured. (See securing an accident scene) At least 2 and up to 4 RC's should stop with the accident. The other RC's should make sure that all motorcycles not involved in the accident proceed to a safe location. The RC on the scene will select this location. The Safety Officer should proceed to the accident if he is on the ride. Pictures will be taken and the information that is needed for the Amvets Riders report of an accident will be gathered. A copy of the AMVETS Riders Injury Report is located in the Appendix. Each RC shall keep a copy of this form with them on all Chapter rides).

> Adhere to the RC rules and requirements.

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 AMVETS Riders 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 Road Captain or the AMVETS Riders. Please contact your (HRC), (AHRC) and let them know if your duties as RC need to be put on hold for a while. Your cooperation will be greatly appreciated.

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 as Road Captain for the AMVETS Riders.

> Attend in at least 2 or more Chapter rides.

> Attend at least 1/2 of all RC Meetings.

> Attend at least 1/2 of all Chapter Meetings.

> Assist in at least 25% of an advertised Pre-rides.

> Assist in at least 50% of Chapter rides requiring RC support.

> Adhere to the RC rules and requirements.

DUTIES OF HEAD ROAD CAPTAIN

Head Road Captain

The Head RC is the primary officer in charge of the RC's. Head RC will:

1. Attend the Chapter Meetings.
2. *Be in* charge of the RC Meetings.
3. Assignment of group events.
4. Work closely with and assist the RC's and Assistants.
5. Distribution of equipment.
6. Review all rides.
7. Ride in pre-rides.
8. Work with the Ride Chairpersons and Activities Officer.
9. Assist with obtaining help from local police departments on events.

Assistant Head Road Captain

To work closely with and assist the Head Road Captain

To take charge in the (HRC) absence

EQUIPMENT FOR THE ROAD CAPTAINS

Road Captain Orange T-Shirt

Each Road Captain will receive the AMVETS Riders Road Captain T-Shirt. You are expected to wear this shirt when the (HRC) or his designee has decided to wear the shirt for the event.

Road Captain Orange Traffic Vest

Each Road Captain will receive the AMVETS Riders Road Captain vest. You are expected to wear this vest when the (HRC) or his designee has decided to wear the vest for the event. The vests will be distributed and accounted for; when your Road Captain duties end you are requested to return our vest. If you don't return the vest you will be charged \$40.00 for the cost of the vest.

Road Captain Cameras

Each Road Captain will receive a camera from the (HRC) or the (AHRC). These cameras should be taken with you when you are on an event. They should be used in an "emergency situation". Use these cameras to take pictures of accidents that involve Chapter events.

AMVETS Riders Accident Report

Each Road Captain will receive a copy of this report. The information should be obtained and this report should be filled out when an accident has occurred when a Chapter Event is involved. Give the completed form to Safety Officer, Head Road Captain.

LEADING OR ASSISTING IN A CHAPTER RIDE

The following is a list of items to be accomplished when leading/or assisting during a chapter ride that requires Road Captain Support.

- > If this a group ride the (HRC) or(AHRC) should provide the ride Chair a copy of the "Group Riding Criteria" hand out to be passes out to all who sign up.
- > If at all possible, all Chapter rides should consist (at the very least) of one (HRC) or (AHRC) and another RC or ARC with route documentation.
- > Understand the mapped and written documentation given by Ride Chair thoroughly.
- > 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.
- > Assure that all attending/assisting RC's and ARC's have a copy of a map or written route in case that they would be required to take a lead for some unforeseen reason.

> Make it a point to 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 be required to keep the groups to a more manageable size. If this is the case, the lead (HRC), (AHRC) on the ride will appoint other RC's or ARC's (Preferably those that are familiar with the route) to lead, anchor and/or sweep the newly created group. (See STAGING A GROUP RIDE Below)

> Provide 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.
5. Introduce all attending/assisting RC's and ARC's. Explain what their duties will be on the ride.
6. Make it a point to ask for people that are new to the group riding so that they can be put in their own group.
Explain what happens in case a bike in the group has mechanical breakdown or an accident occurs.
7. 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 judgments 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 rider in the back of the group with their own anchor and sweeper if possible. Always keep in mind that some riders in your group may not be as accomplished a rider as you are. 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 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. It is better to arrive late than risk the safety of the entire group! It's just not worth the risk!

> When riding on an interstate highway, be aware of the 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 motorcyclist 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. 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 Amvets Riders Chapter. Do not allow yourself to be under the influence or consume alcohol or drugs when

leading or attending/assisting in a Chapter ride. People that attend our rides are counting on us as RC's and ARC's, to provide a fun and safe experience. Being under the influence of any substance, including some prescription drugs can alter your judgment.

> If there is someone in your group 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 request, 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 a right as a RC or ARC for the AMVETS Riders Chapter! We'd rather have someone mad at us then have someone else injured or worse!

STAGING A GROUP RIDE

The (HRC), (AHRC) will appoint other RC's or ARC's at desired positions per the groups listed below. These positions will be assigned as required according to the route and size of the group. The position will be divided as follows: (HRC) or (AHRC), Blocking RC's - Group A Anchors (Experienced Riders), Group B Anchors (Average Riders), Group C Anchors (New Riders), Group D Anchors (trikes, sidecars and others), Drag RC's and Support Vehicle.

Blocking RC's

Blocking RC's will follow the direction of the (HRC). When a (HRC) gives a signal to go a head of the group and block an intersection, this rider or riders should maintain their position until the Drag Bike RC relieves the blocking rider. At this point the rider should have rejoined the group in front of the Drag Group. While traveling the RC's will stay grouped at the rear once they have performed a block unless otherwise directed. Only if the opportunity occurs the Blocking RC's should go ahead of all the groups and rejoin their RC group in the front.

Group (A) Anchor (Experienced Riders)

> The riders in this group should be riders that have ridden in group rides in the past. The RC's Anchors assigned to this group should watch the riders in this group to the best of their ability. If they see a rider that doesn't seem to fit in this area it is ok to show your concern and ask the rider to consider going to a different group. If the rider doesn't want to move to a different group and you see it as a problem go to the Head RC to work this out.

> The Anchors position of all groups will be in the front lead position of their group and shall never leave this position. The Anchors of group A will stay in the lane position directly behind the (HRC's) group and the anchors of the other groups will follow accordingly. The Anchor is to maintain a constant speed for the group and maintain a safe distance from the group in front of them while traveling the main highways. If the need arises the Anchors should speed up, slow down or let traffic pass in front of their position.

Group (B) Anchors (Average Riders)

Guide lines in group A apply here also. The only difference is that the rides in the group may be a little less comfortable or experienced in the group-riding atmosphere. (Refer to group A (Anchors for duties during the ride).

Group (C) Anchors (New Riders)

Guide lines in group A apply here also. The riders in this group would be the ones that have never ridden in a group Ride before or are riders that are new to motorcycling. (Refer to group A (Anchors for duties during the ride).

Group (D) Anchors (trikes, sidecars, trailers and others)

Guide lines in group A apply here also. The reason for this group is that trikes and other similar bikes don't work well in staggered formation. (Refer to group A Anchors for duties during the ride).

Drag RC's

> The Drag RC's are to make sure the entire group stays together.

>Block the passing lane for the group.

>Should a bike break down or an accident has occurred one of the Drag RC's should stop with the bike and make sure Support Vehicle has stopped also. Contact to the team leader will be made to determine what course of action needs to be taken.

Support Vehicle

The Support Vehicle (SAG Wagon) should be the last in the group. The SAG wagon follows the route and is either directly behind the Drag anchor RC or as close to the Drag anchor RC as possible.

SECURING AN ACCIDENT SCENE

> If there is an accident in a Chapter Event, make sure that the scene is secured.

>At least 2 and up to 4 RC's should stop with the accident.

> The other RC's should make sure that all motorcycles not involved in the accident, proceed to a safe location.

> This location will be selected by the Head RC or RC in charge.

> The Safety Officer and Head RC should proceed to the accident if they are on the ride.

> RC's at the scene should park their motorcycles off the roadway.

> If the roadway is blocked a RC should proceed down the road a distance so they can warn other drivers to slow and to prevent another accident. If you have any warning devices such as flares, lights and or flags please use them.

>Call 911 you should know the emergency numbers of each state that you travel through.

> After the above is done a RC should go to the injured. **Do Not Move Them, Do Not Remove Their Helmet.** If there is bleeding you can apply pressure. **You should wear protective gloves if there are any body fluids.**

> Someone should make sure that all crashed motorcycles are not running and that the ignition is turned off.

> Have all witnesses go to a location off of the roadway, get their name, address and phone number. Ask them to wait for the police to arrive.

> Pictures will be taken and the information that is needed for the AMVETS Riders report of an accident will be gathered. (A copy of the Injury Report is located in Appendix and each RC will receive a copy)

> When the Police arrive at the scene, they will take over, unless you are asked to assist.

Riding Formation

Staggered Riding

> The lead motorcycle should be in the left 1/3 of lane, the second motorcycle should be in the right 1/3 of the lane, one second behind the first rider, and so on.

> Leave enough room between each motorcycle so that any rider can maneuver to the right or left without hitting anyone else.

> Always stay in line with the bike in front of you. Do not switch between the left and right side of the lane.

Single File Riding

All motorcycles ride in a single line, two seconds behind one another, in either the right or left third of the lane. The lead rider determines on which side of the lane the group will ride.

Group Riding Tips (Slow Start)

Question:

If you immediately pull out onto the street and accelerate up to 55 mph, how much time will pass before the last bike, which's nineteen bikes behind you, starts to move? Well, if there aren't any other vehicles on the road and the riders manage to follow you exactly 2 seconds apart, the last bike will be sitting in the same spot for 38 seconds. At 55 mph, you'll be 3,078 feet down the road before the last bike even eases out the clutch. What's more, if you maintain 55 mph, each following rider will have to go faster than 55 to catch up with you. If the last bike throttles up to 110 mph, he can catch up to the group in maybe 30 seconds. If the last bike is willing to risk only 80 mph, it will take him about a minute and a half to catch up assuming you hold 55 mph. So you shouldn't be surprised if the last rider is approaching meltdown long before the lunch stop.

Think of a group of motorcycles like a train, with the cars hitched together by 1 a-foot bungee cords. That's why a sharp ride leader pulls out slowly and creeps along at 30 mph or so until the last bike gets rolling. Once the entire group is rolling, you can pick up the pace to cruising speed. To avoid holding up other motorists, it's wise to maintain at least the speed limit or the average speed of traffic if the road is busy. You don't want to encourage other motorists to attempt passing the group two or three bikes at a time.

When approaching a slower speed zone, a clever leader decelerates the group well before the speed sign, so that as the first bikes arrive in the slower zone, the last bike has also slowed and doesn't have to stand his bike on the front wheel to avoid jamming it into someone's muffler.

Group Riding Safety Tips

> When in a tight curve, the rider on the outside of the curve is required to give room to the rider on the inside, in case the curve is too tight to negotiate at the speed without excessive crowding.

> Know *the* stopping power of your motorcycle. Seventy percent of the stopping power is in the front brake. Don't coast to a stop - hit the brake so everyone behind you knows you are Slowing down or stopping.

- > Maintain a constant speed. This helps to prevent the “rubber band effect”.
- > Always keep the group tight without crowding each other. Stay close through intersections and traffic lights so the group doesn’t get divided.
- > If there is a vehicle that has to get onto or exit the freeway, let that vehicle through and then close the gap as quickly as possible afterwards.
- > Never ride in someone’s blind spot.
- > Remember, on a two-lane highway, if the lead bike passes, everyone passes as if you are riding alone. Just because the bike in front of you passes-this does not mean it is okay for you to pass.
- > **SEE** - Search - Evaluate - Execute.
- > Staggered Formation - 2 second rule no matter the speed (NO GAPS)