



Road Captain

Handbook

Introduction

Welcome to the S.T.A.R. Los Angeles, Chapter 415 Road Captain Handbook. This handbook has been developed as part of the Road Captain Apprentice Program to help those riding with the STAR of Los Angeles, Chapter 415 to understand the responsibilities and expectations imposed upon Road Captains and Tail Gunners in a group ride. Reference should also be made to the Guide to Group Riding Orientation Handbook with which all Chapter members should be familiar.

This handbook should be presented by the Lead Road Captain or another experienced Road Captain to those interested in becoming a STAR Road Captain or merely wanting to familiarize themselves with the responsibilities of the positions of Road Captain (“RC”) and Tail Gunner (“TG”).

Road Captain candidate requirements

- Must be a current member of STAR - Los Angeles, Chapter 415.
- Must hold a valid motorcycle license
- Must maintain current motorcycle insurance in compliance with State law.
- Must have attended a minimum of two (2) STAR of Los Angeles, Chapter 415 group riding orientation courses.
- Highly recommended – Completion of MSF Basic and/or Advanced Motorcycle Safety course.

The Road Captain Apprentice Program shall include class time to cover the matters discussed herein as well as “on bike” riding time. Mentor Road Captains will be assigned.

Each apprentice must attend the following

- Two (2) Road Captain rides (attended primarily by current Road Captains and Apprentices (Pre-Rides for example).
- Three (3) Chapter rides (sanctioned or non-sanctioned) where at least one Officer or Road Captain is present.
- Lead a group two to three (2-3) times with a experienced road captain as the trainee’s wingman. This can be on pre-rides or non-sanctioned rides of at least a total of 5 riders (NOT on Chapter rides).

There is no fixed time-frame for becoming a road captain. The Head Road Captain, in consultation with Chapter 415 officers, shall decide when and whether an appointment as “Road Captain” is warranted, at which time a “Road Captain” rocker will be presented.

What is a Road Captain?

In group riding, the Road Captain is the person with the over-all responsibility for the group. Important to note however, is that each group really contains two (2) road captains. The Tail Gunner acts as a co-road captain in most facets of the ride and has unique responsibilities (more on this later). The positions of Road Captain and Tail Gunner are often referred to as the “lead” bike and the “drag” (sometimes “sweep”) bike respectively.

Responsibilities of the Road Captain (RC):

Has full charge of the group until they arrive at the destination or until the ride is announced as “completed”. Planning is required.

In multiple group situation, the Lead Road Captain will brief other assigned Road Captains as to the route, responsibilities, and other details pertinent to the ride prior to departure. All Road Captains on a multi-group ride should know route and destination and designated meeting/stopping points along the way.

Will conduct a rider’s briefing prior to departure.

Will be responsible for decision to terminate ride due to inclement weather, hazardous conditions or other difficult or unsafe conditions.

Will instruct any rider to ride in a specific position within the group, or leave the group entirely for reasons of misconduct, unsafe riding style, faulty equipment or any other reason. Common sense, judgment and tact should be used.

Always carry a cell phone and provide that number to riders within the group in the pre-ride briefing.

Be aware of those within the group who may be carrying first aid kits or have medical training or who have special equipment.

Responsibilities of the Tail Gunner (TG):

Be prepared to assume Road Captain (“RC”) responsibilities if necessary (split group).

Secure new lane when RC requests a lane change.

Stop with any rider who has mechanical difficulty – allowing the rest of the group to proceed to a safer stopping area. If they can not continue ride or if delay, TG needs to communicate with RC (call cell phone – leave message).

Stop with any rider who departs the group without previously arranging departure. Rider may be in difficulty and should not be abandoned by group.

Keep an eye on any new or inexperienced riders to insure they are capable of safely riding with the group. (TG has wide discretion here).

Notify any rider if his signal or brake lights are not working, if there is an obvious mechanical problem or an unsecured bag. Tail gunner will stop and collect any bag or luggage that falls off a bike if it is safe to do so.

Communicate with road captain if group has been split or if split group has re-formed.

Report to RC if some riders appear confused about group riding rules. (RC may want to hold a mini-briefing at next stop).

In general, protect the group from trailing vehicles; communicating any problems to RC.

General Guidelines:

Group Positions

Road Captain - Lead bike – lane position: left track

Wing Person – 2nd bike - lane position: right track

1st Tail Gunner - lane position: left track – last position on left

2nd Tail Gunner - lane position: right track – last position on right

Inexperienced Riders – Usually positioned near the very front (as per the MSF Guidelines). At discretion of road captain, a new rider may be placed elsewhere within the group.

Safety

Make it clear that everyone is responsible for the mechanical safety and safe operation of their own bikes. Before departure, look over bikes in the group for any obvious safety hazards. Get others in the group to assist. Optionally, encourage use of the buddy system where two riders will inspect each other's motorcycles in more detail before departure. Check lights, tires, loose parts etc. Be tactful.

Bike positioning

Trikes – should be positioned at the rear of the group in front of the Tail Gunner (they can stop quickly). They should be treated as two bikes when riding in staggered formation – allowed a full lane at all times.

Bikes with Sidecars/Trailers – should be positioned near the front of the group as they take longer to stop. They should also be treated as two bikes in formation.

Bikes with marginal tires should be in the back of the group in case they experience problems.

Grouping

Each group should have a qualified Road Captain and Tail Gunner. The RC should choose the TG prior to the ride. If no qualified TG is available, the RC should choose an experienced rider who knows the ride route.

Ideal group size is 5 – 7 bikes, slightly more if RC and TG have a communication system. 10 bikes is usually a practical maximum.

The Ride

Staging (Pre-ride) – About 30 minutes prior to ride or “kick stands up” (“KSU”). The pre-ride briefing will designate groups, RC’s and TG’s for each as well as route plan, stops etc. Provide maps if possible and discuss specific route issues including terrain, weather, speed, known hazards, tricky turns, construction or anything else of importance. Discuss group policy regarding split group situations, member required stops, and individual departures from group.

Departure – Should be as close to the scheduled KSU as possible. Each group (when multiple groups) should leave about 2 minutes apart. At any time thereafter, if one group comes up upon another, they should slow down to always maintain a significant “gap” between groups. (especially on freeways).

Lights - In group riding many road captains prefer that all riders turn off high beams – except the Tail Gunner (and RC of course). This allows you to spot the TG immediately and maintains minimum distraction. This is especially important at night.

Individual concerns – Each group road captain will adjust the pace of the group based upon the inexperienced riders ability to keep up with the group.

Communication – All riders in the group and passengers should know hand signals for necessary communications. Road Captains generally initiate hand signals and they are passed back through the group. Hazard signals can be initiated by any group member. RC’s and TG’s are encouraged to have electronic communication whenever possible.

Hand Signals - See group riding orientation manual and/or appendix. Passengers should participate in passing hand signals.

Departure – The RC should start out slowly gradually increasing speed to the recommended level, allowing group to form up. Obey all traffic signs, laws and speed limits.

Stop signs & lights - Bikes should stop side by side at all stop signs and traffic lights (even if arriving in a single file formation). ALL riders must obey stop signs. RC should NOT turn right on RED in busy urban settings.

Formations – RC should always initiate the signal – and have no fear of repeating the signal if necessary.

Staggered – Staggered formation is most often used.

Single file - Should be used on narrow roadways, roadways with no shoulder or any road condition that indicates the need or preference in the judgment of the Road Captain - including low traffic country roads. Riders may stay in a slightly staggered formation as long as the spacing is correct. RC may call for single file for short periods of time for a bridge, tunnel, bicyclist or other circumstance.

Spacing – Each formation requires different spacing for riders. In staggered form, there should be approximately 1 second between bikes. In single file, there should be approximately 2 seconds between bikes. Riders should adjust this time upward as road or weather conditions warrant. If the “rubber band” effect comes into play, the RC may call for the group to adjust their alignment/spacing. The RC can help reduce rubber band effect with slow even acceleration/deceleration.

Multiple lanes & freeways – Try to plan ahead and not make sudden lane changes.

Lane choice - Try to keep to the right when possible on 2-lane (each way) roadways. On roadways with 3 lanes each way it is usually safest to travel in the middle lane so as to avoid traffic entering and leaving the highway. On most freeways, the preferred lane would be the #2 lane (one lane to the right of the fast lane).

Changing Lanes – Road Captain should initiate lane changes with hand and/or turn signals. The signal is passed back to the TG who should “secure the new lane”. If RC and TG have electronic communication, this may all be arranged before the signals are actually initiated. In general, once the new lane is secured, the group will shift from back to front, two bikes at a time. There are circumstances where the RC will change lanes first however - see Specifics section.

Merging - When merging on or off a highway, the group should always be in single file or “loose” staggered formation and the RC

should not have to initiate this formation as all riders should be aware of this standard.

Passing – If the RC decides that the group should pass a slow moving vehicle on a two-way roadway (see Specifics), then each bike should do so individually. Don't slack off the throttle once you've passed the vehicle as you need to leave sufficient room for the next rider to fall in behind you. Often, the slow vehicle will unconsciously increase his speed slightly – making this an important consideration.

Towns – While riding through towns, the group may get divided by traffic lights. Action should have been discussed in pre-ride briefing. The RC may decide to pull over at the next safe area to allow for re-formation. If there are still many traffic lights to pass, the RC may continue and wait at the outskirts of the town. In no case should the RC change direction (turn), without stopping or designating a rider to show the way. See Specifics section on Split Groups.

Ride Time - Keep it reasonable. Try to let everyone know in advance when the next stop will be. Consider fuel and bladder capacities and whether there are special needs of any group members.

Pulling Off – Parking – Try and find a gravel-free area large enough for the entire group. Pull into the area and ride to the opposite end. (See parking diagram) Do not leave the tail of the group stranded in traffic. All bikes should follow and park in a similar manner. It is a good idea to stop and hold your position before you back your bike into final parking position to allow the next bike to judge his distances and position relative to yours. Parking the entire group together and safely is preferred even if it is at the far end of a fairly empty parking lot.

Heading Home – When returning home as a group it is often necessary for riders to depart from the group. This should be planned in advance (“Weenie” waiver). Those leaving should position themselves near the back of the group and should be sure both the RC and TG know when they will be departing. If the TG departs, it is important that the RC know who the new TG is.

Some Specifics:

Planning - The Lead Road Captain”, usually is required to take charge of ride planning. This may include route, departure time, gas or rest stops, destination and return route. Maps and/or directions should be available at pre-ride briefing and preferably have been posted on the member's forum and chapter's website ahead of time. Insure all bikes have a full tank before departure and that there are sufficient stops on the route.

The more information the group has beforehand, the more comfortable they will be. Providing maps, directions, destination names and phone numbers all help the group comfort level.

MC Clubs – Many new riders are not familiar with 1% clubs who may be very serious about things like “colors”, territory and even parking spaces. The RC should be knowledgeable about these issues and insure that our group does not come into a contentious situation. If one arises, the RC should take responsibility for extricating the group.

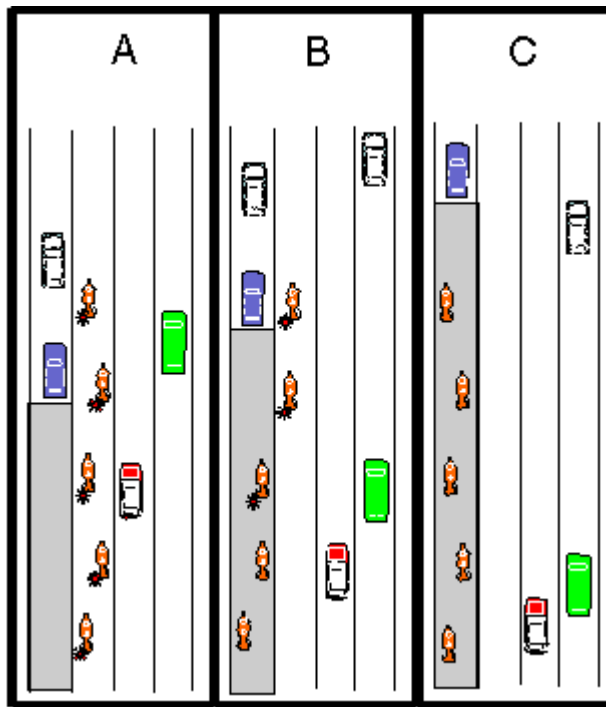
Group Riding Rules - Variations – Variations exist in the ways that some groups ride. Most notable are lane change rules (front to back) and certain hand signals. Many groups also do not subscribe to “no alcohol” while riding policy of STAR groups. If new members or guests are joining a group, the RC needs to be sensitive to these situations and insure the rider is familiar with our specific rules. In extreme cases, the RC may have to suggest that a rider not join the group or depart from a group ride.

Road Signs – Though every rider should be reading every road sign, it is imperative that the RC be concentrating on these and the ramifications for the group. A sign indicating “this lane ends” or “narrow bridge ahead” and many others require advance action by the Road Captain.

Communications - It is recommended that RCs and TGs look into outfitting themselves with electronic communication capabilities. Traditionally, this has been via CB on larger bikes. This can also be accomplished by newer technologies in two-way radios such as the Chatterbox system, or a similar FRS/ GMRS system which need not be permanently wired to the bike.

Lane Changes A necessary and dangerous maneuver for a group, lane changes require further examination. First of all, lane changes should not be undertaken frivolously. They take substantial time and distance to execute safely.

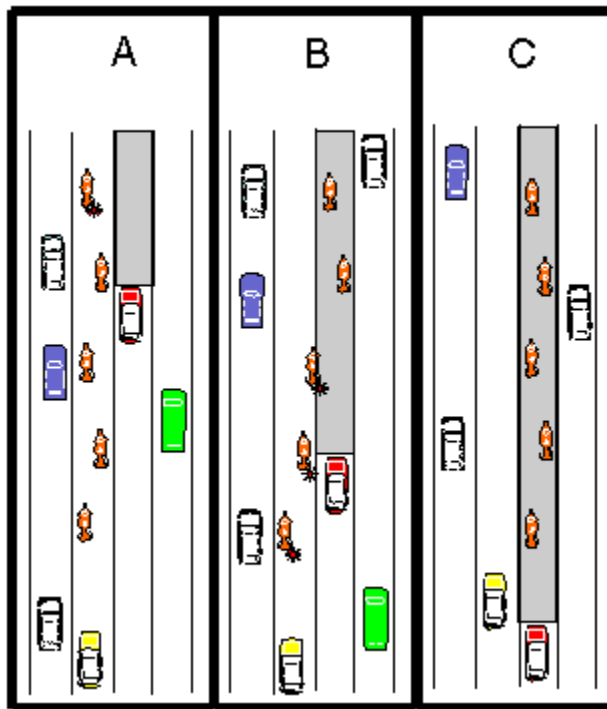
As mentioned earlier, the general rule for lane changes is back to front after the TG has “secured the lane”. See diagram below. This methodology should always be used on freeways when changing lanes to a faster (left) moving lane.



The new lane is not truly “secure” unless it is the leftmost lane. If you are moving from a right lane to a center lane, cars can disrupt the lane change by coming from the faster (far left) lane into the target lane. This is why each individual needs to look left and make his own safe lane change. From back to front works well in these conditions. It also works well if there is a fast lane car clearing by the group where the group fills in behind the passing car. (see blue car in diagram above).

The RC may on occasion choose to initiate and make the move to a new lane himself. Often this happens in a “stress” condition where there is insufficient time to wait for a normal lane change maneuver. For example, your lane may be ending, or an obstruction may force the move. The group should be aware that these conditions will come up from time to time – and that they may follow the RC’s lead. If the RC moves first, this is the signal for others to follow.

In many groups, an RC initiated lane move is the formally recognized way to shift lanes into a “slower” (right) lane of traffic – especially if there is a further right lane. This can be illustrated by the diagram below.



Here, if the target lane remained open until the entire group was ready to move to the lane, a large open space would exist tempting cars in the far right lane to accelerate into the target lane. To minimize this risk the RC may choose to move into the lane first with each subsequent rider following suit. If the RC plans on executing this type of lane change, it should be covered in the pre-ride. On rare occasions, a TG may take the initiative and secure a lane before the RC calls for it. This might occur if he has knowledge of a special situation coming up and has no way to communicate this to the RC.

Special lanes

In hilly areas, special “slow lanes” or “truck lanes” are often provided to allow slower moving vehicles to pull over if they are holding up traffic. This raises a dilemma for a Road Captain in the event there is some traffic backed up behind the group. Moving into the slow lane will cause the rear traffic to begin accelerating by the group. However, in California, these lanes tend to end VERY quickly with insufficient signage notice – causing the group to get “bottled up” and creating substantial risk. Alternatively, staying in the main lane may cause irate drivers to consider passing in the right “slow” lane at high speeds (as they know the lane will end and want to get past the group). So what to do?

No answer to this one, but here are some factors to consider.

- Size/ length of group (small group can pull over and back easier)
- Communications with Tail Gunner (RC can tell him when to block further passers)
- Experience with length of these lanes.
- Experience with signage – notification as to lane ending.

- Speed of group relative to speed limit
- Number of vehicles “backed up” behind group.

Passing

On a two-way road, when coming upon a slow moving vehicle, the RC must decide if the group should pass the vehicle. This is a significant decision as passing is a fairly risky maneuver. Generally, passing should not be encouraged if the slow vehicle is close to the speed limit – or if the group is approaching a town or planned stop.

Split Groups

Groups get split often when going through a town, primarily by stop lights. This often occurs immediately upon departure as well, as there are numerous lights leaving the urban area where our rides begin. The RC should discuss the group policy in the pre-ride briefing. It is not necessary that your group always be together – though it is generally advisable to ride a little slower than usual when your group has been split – to allow them to catch up. If an RC decides to pull over, he must find a safe place for doing so that will allow the entire group to reform. RC must use judgment here. As mentioned, the RC should never change directions (turn) – even on a planned route without all of the group intact, or without leaving an experienced rider at the turn to direct the group to the nearest safe spot that the group can re-form.

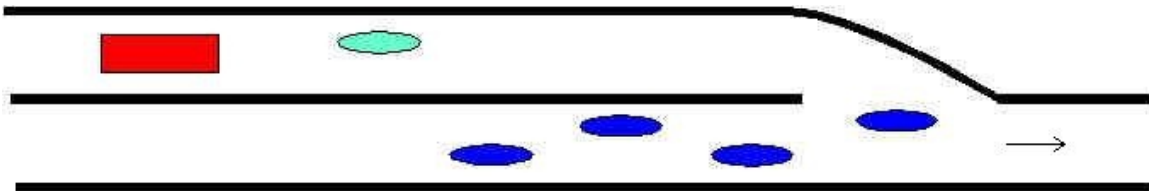
If the group does get split, the rider who now leads the split end of the group becomes the temporary road captain. This person is unlikely to be a qualified RC and may be uncomfortable in this position. Instructions should have been covered in pre-ride briefing to alleviate stress and this person should know this is indeed a temporary situation. If in rare cases, the group appears to be irretrievably split from its original group, the 1st Tail Gunner would assume road captain status. The lead rider may pull over at a safe place or the Tail Gunner may have to pass the group and take the lead. These are very rare circumstances however.

Closing the Door - The Tail Gunner’s “coolest” maneuver

One of the most dangerous road situations in California is the disappearing lane. This can happen on any road, even on new freeways. Suddenly, a perfectly good lane with lots of traffic in it simply disappears. The notice provided by way of signage is usually far too late. A good Road Captain knows when to suspect there is a risk of sudden lane elimination and positions the group in a lane that will remain. However, this doesn’t stop other drivers from racing up the open lane, ...finally seeing the sign just as the lane ends. At this point the driver may be forced to merge into the group – usually at a higher speed than the group. Not a good situation.



An alert RC TG combination protects against this risk with the following maneuver. The TG will shift into (or remain in) the collapsing lane simply to prevent cars from passing the group. This is illustrated in the diagram below where the traffic flows from left to right and the fast (left) lane is about to end. The TG has shifted left to insure no vehicles become stranded beside the group when the lane ends. This is called “closing the door”.



The TG should be sensitive to the fact that the trailing vehicle may not understand why it is being blocked. (i.e. Be careful).

Braking/Stopping/Turning

A moving group is a hard thing to stop. Success requires that it occurs slowly enough that all riders have sufficient time to a) realize the group is slowing and b) safely stop. Though each individual bike may be highly maneuverable and can stop quite quickly, a group stop takes far, far longer to execute. The RC should avoid all quick stops and turns and pull-offs. Signal these well in advance. With respect to general route turns, a GPS system can be a great aid. Missing a turn will happen occasionally. **It is better to miss the turn and double back**, than to attempt a last minute quick direction change.

18 Wheelers

It is no fun riding behind or beside an 18-wheeler, or having one pass the group. If a truck tire breaks up on an 18-wheeler the risk is significant. Either drop back or decide to pass as quickly and safely as possible. The road captain should remember to keep the speed up so the rest of the group passes the 18-wheeler. Also, the road captain should allow riders to “give way” to the left or right to get further away from the 18-wheeler.

Storm Conditions

Riding in wind and rain can be challenging but lightning is a risk. This is most severe if you are on open country roads. If you see lightning, it is best to seek immediate shelter. If no shelter exists and there is less than 3 seconds between flash and the sound of thunder, it is time to stop the bikes at the nearest safe stopping point. All should dismount and stay low. Getting wet and being miserable is preferable to being struck while riding.

Gaps

When riders depart from the group, a gap will be created in the staggered formation. The question is how to fill the gap. The safest way is to have the rider behind the gap, switch positions (tracks) and then each successive rider follow suit. Again, this must be covered in pre-ride briefing.

Rider Problems – Stopping

Occasionally a rider will have to stop because of mechanical or health issues. He should know to signal this so that riders immediately following him will allow him appropriate space to maneuver. The TG must stop with the rider to lend assistance. The RC will likely realize shortly thereafter that the group has broken up and should find a safe place to pull the group over and check with the Tail Gunner as to the situation. If other riders have stopped, the TG may choose to send one (or more) riders forward to reunite with the group.

Toll Booths and Toll Roadways

Most riding groups make it the responsibility of the Road Captain to be aware of toll booths, the amounts required at each and the collection of money in advance from all riders so that the RC can administer the “passage”. This is complicated. RC should confirm during briefing if a toll route is planned. If not sure about the group, head for the “pay cash” booths.

The Prime Directive and “Ride your own ride”

The phrase “Never hit the bike in front of you” is often referred to as a group rider’s “prime directive”. This is because a collision within the group can present serious risks for the entire group (at least those following). Remind all group riders of this as well as reinforcing the general rule that each rider must make his own safety decisions at all times.

Appendix 1

Before the Ride (Pre-ride)

Map out exact directions, gas or rest stops and destination.

Selection of destination (restaurant, hotel, etc) Insure all RC's have phone number of destination.

Post map/directions on chapter forum with relevant phone numbers.

Call destination and confirm availability, reservations, hours etc. Call again before departure to confirm and give them a group count.

On long rides, locate Yamaha and other motorcycle dealers on the route, record phone numbers.

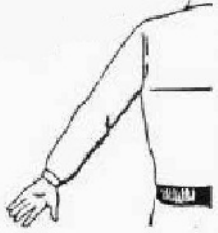
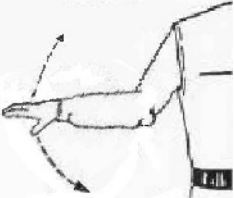
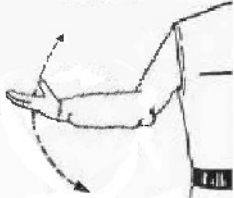
Line up additional road captains where multiple groups will be necessary.



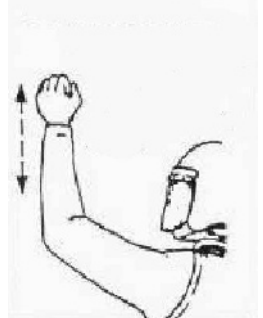
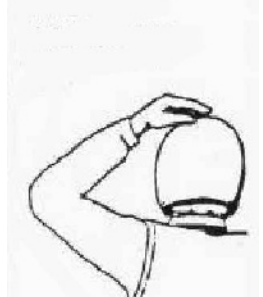
Pre-ride the route if possible.

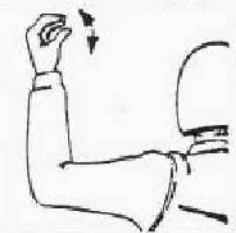
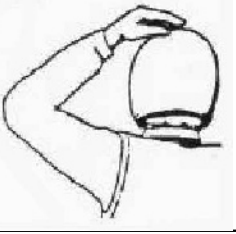


Appendix 2

Hand Signals

During the Riders' Briefing, hand signals will be reviewed so that you can communicate with the other riders during the ride. Hand signals are a useful tool to keep the group aware and cohesive on the roadway. When riding with a passenger, both the rider and the passenger should use hand signals. STAR of Los Angeles, Chapter 415 utilizes the following hand signals.

	<p>STOP – arm extended straight down, palm facing back.</p>
	<p>SLOW DOWN – arm extended out, palm flat facing down. Wave arm in up and down motion.</p>
	<p>SPEED UP - arm extended out, palm flat facing up. Wave arm in up and down motion. (Similar to Slow Down but with palm facing up).</p>

	<p>Giving Way to Left – arm extended straight up from the shoulder pushing towards left with palm facing left.</p>
	<p>SINGLE FILE – arm and index finger <u>extended straight up</u> over your helmet.</p>
	<p>Staggered Formation – With your index and pinkie fingers extended, wave your arm side-to side.</p>
	<p>TIGHTEN FORMATION – forearm extended upward, fist clenched with short up and down motion.</p>
	<p>HAZARD IN ROADWAY – on the right point with the right foot; on the left, point with left foot.</p>
	<p>PULL OFF – tap on top of helmet with open palm down. (“Tap Out”) This signal is used by an individual rider that needs to pull off to road. The tailgunner will follow the rider. Other riders will continue with the group.</p>

	<p>TURN SIGNAL ON – open and close hand with fingers and thumb extended.</p>
	<p>Giving Way to Right – arm extended straight up from shoulder pushing towards right with palm facing to the right.</p>
	<p>NEED FUEL – tap on top of helmet with open palm down. (“Tap Out”) This signal is used by an individual rider that needs to pull off to road. The tailgunner will follow the rider. Other riders will continue with the group.</p>
	<p>Left Lane Change – Raise your left arm horizontal with your elbow fully extended. (see Front & Rear Fill definitions)</p>
	<p>Right Lane Change – Raise your left arm horizontal with your elbow bent 90 degrees. (see Front & Rear Fill definitions)</p>
	<p>Signal Vehicle to Pass – Extend left arm waving hand with a forward motion.</p>

Appendix 3

Electronic Communications

CB or 2 way radio communication is not essential but can really enhance the enjoyment and safety of the ride. RCs and TGs are encouraged to outfit themselves with communication systems and should be paired with compatible equipment whenever possible.

When riding with CB radios, the STAR of Dallas will typically use **channel 8**. Occasionally it may be necessary to change channels as atmospheric conditions can affect CB channel clarity. You may also need to switch to another channel if traffic on the channel becomes too heavy. Before changing channels the group should agree on the new channel. This can be done prior to the ride, or while on the ride. All riders agree on the new channel then switch. Once on the new channel each member of the group will transmit indicating they are on the new channel.

Likewise, if 2 way radios are used, the group should choose channel and squelch (eliminator) codes prior to the ride.

Ideally, the Road Captain, Tail Gunner, and any Chase vehicle will have communications, with others dispersed evenly throughout the group.

We all enjoy the fellowship of our Chapter members, and enjoy talking to them during rides. You have to keep in mind that the **Road Captain** and **Tail Gunner** need to be able to pass on safety information to the group. Keep conversation short, to keep the airway clear. This is especially true when there is more than one group. Everyone should keep conversation to an absolute minimum.

Important points

- **Clearly** identify your group in multiple group rides.
For example, **Road Captain** says "Group 1 Tail Gunner, secure the left lane please". **Tail Gunner** initially answers "Stand by.." then.. "Group 1, left lane is secure. "
- Everyone is on the ride to enjoy themselves. Unless in heavy traffic, don't restrict use of the communications by any members of the group.
- If a person talks to someone (in their group or another group) on another channel, they could miss important information.
- Groups 2, 3, 4, etc., can pick up valuable information by listening to the first group.

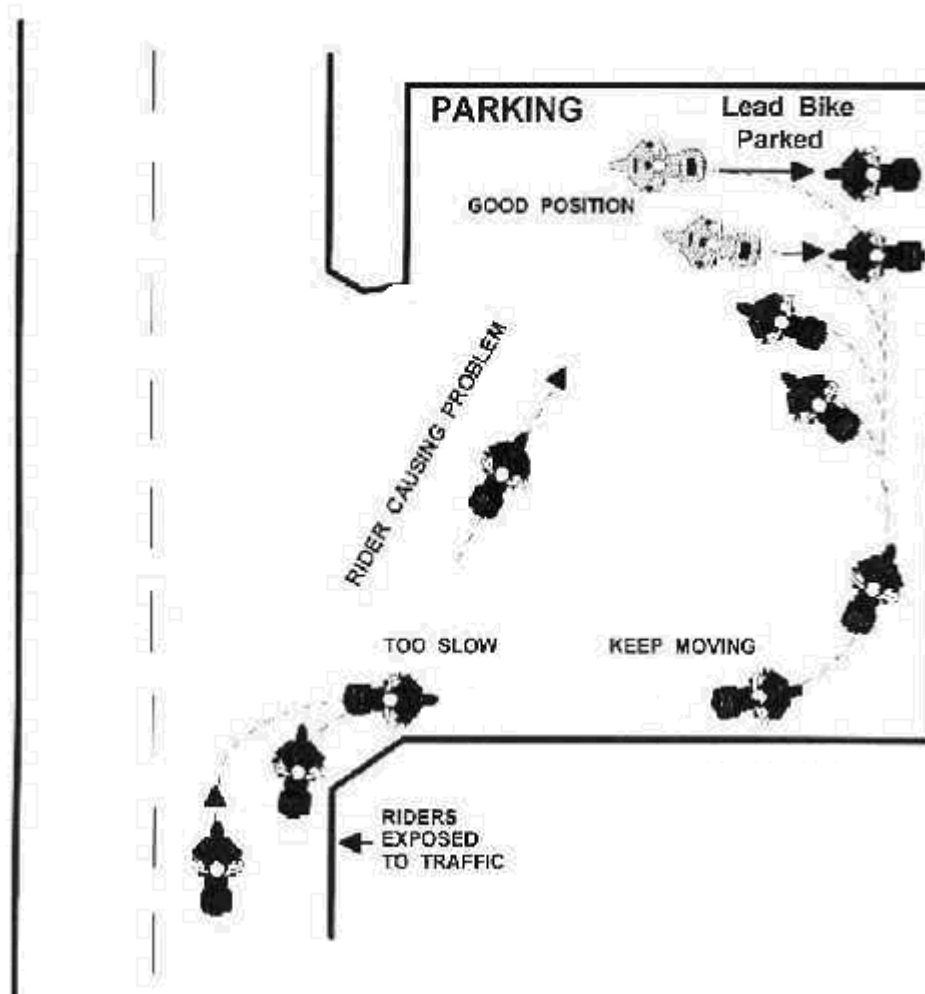
Notes:

- CB Channel 9 is for emergency use only.
- Truckers tend to monitor channel 19.
- When riding in close proximity you can adjust you CB squelch to block out most all other CB traffic and static.

Appendix 4

Parking

PARKING LOT / PULL OFF



When pulling into a parking lot, the group should enter the lot in single file. The Road Captain should ride along the line where the motorcycles will park with the rest of the group following. When the Road Captain has determined that he (or she) has allowed ample room for all bikes, he will swing out and stop. The person immediately following the Road Captain will then swing along side the Road Captain and the others behind will follow suite. The Road Captain will then back his bike into the parking spot, but not until the bike next to him has stopped. This is done to prevent disorientation of the rider backing up that can occur with one bike moving forward and one moving back.

Appendix 5 – Tear off and bring with you to rides

Ride Briefing Checklist

- Welcome riders and introduce road captains
- Go over “Ride your own ride” and “The Prime Directive”
- Outline itinerary, destination and route. Hand out maps
 - Discuss procedure/policy for “toll roads” if applicable
- Notify all of next gas stop, insure tanks are full now
- Review riding standards
 - Staggered position and safe distance (side by side at stops)
 - Entrance and exit to freeways – single file or “loose” Staggered formation.
 - Lane changes – “Back-fill” TC initiated; “Front Fill” RC initiated with turn-signal & hand signal (“Non-Standard”)
 - Single file procedures – relaxed spacing on back roads.
 - Hand signals
 - Broken bike procedure
 - Policies on split groups and procedures to re-form
 - Allowing cars “in” to group
 - Possible “non-standard” maneuvers by RC or TG
 - (“TG closing the door move” or RC lane change move (“front fill”))
- Determine number of groups, additional Road Captains and Tail Gunners
- Locate first aid kits in group. Provide RC’s cell number.
- Determine riding group by size, skill level, & cruising speed; position new riders
- Determine return plans. Discuss “filling gaps” when riders leave.
- Tell everyone to do a last minute safety check on their bike. Deploy “buddy system”. (Allow 5 minutes until departure – so no one feels rushed).
- Remind everyone to have fun, and to ride safely
- Open for questions

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