**Road Captain “Pre-Ride Briefing” Guidelines**

Welcome all riders

Be sure everyone is “signed in”; non-members have signed waivers. Completed forms stay with sweep during ride. Forms stored in “Chapter Binder”.

No use of alcohol, drugs, or any potentially sedating medicines [includes over the counter] before or during Chapter organized or sponsored rides. Any participant not following this guideline will be asked to leave ride [at discretion of ride leader.]

Sweep, or rider with first aid training, take first aid kit on every ride. Return to Appleton H-D ASAP after ride.

Less experienced riders should be near the front of the group

Review general outline of route, planned stops, destination. In particular, sweep needs to know next planned stop. Clearly state at beginning of ride that it is either: “one way” or “round trip”.

Ride in staggered formation, leader in left [inner] 1/3 of lane [*per Motorcycle Safety Foundation guidelines]*.

Follow established standard hand signals for motorcycle riding [*per Motorcycle Safety Foundation: https://www.msf-usa.org/downloads/Group\_Ride.pdf*]

No “side by side” riding of trikes. Recommend trikes ride near back of group.

Accelerate slowly from stops and turns, to reduce “rubber banding”

Maintain a minimum 2 sec following distance from motorcycle in front of you. Trikes = 3 secs.

If someone needs to leave group before destination, inform Road Captain and sweepbefore ride begins. Their optimal position would be in the back of the group, outer 1/3 of lane. Rider leaving the group waves to let them know they are leaving the ride

If rider leaves group, leave gap, other riders remain in original position. Re-establish full staggered formation at a stop sign, when riders “move up” in their original lane and fill the gap. OR, until riding single file, then back to staggered formation.

Follow all rules of the road, most important to stop at every stop sign. Up to 4 riders, 2 abreast, may proceed through stop sign after coming to a full stop, if conditions allow

Pass only when safe. Group rides are not a race to the destination. [*See separate protocol for recommended passing procedures on 2 lane, and divided or multilane highways*.]

Ride ends at final destination, and “kick stands down”.

If rider has mechanical difficulty and needs assistance, call Appleton HD @\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR: National Harley Owners Group @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for Roadside Assistance

If accident, or rider is injured, please see “Chapter Ride Incident Checklist” form for procedure to follow

**Chapter Ride Incident Checklist**

At the scene, Road Captain, or designee, needs to:

\_\_\_Call 911 to notify Police Department/Sheriff/State Patrol [if required, see below]

and access EMS [if needed]

**346.70  Duty to report accident; assistance following accident.**

**(1)**Immediate notice of accident.  The operator or occupant of a vehicle involved in an accident resulting in injury to or death of any person, any damage to state or other government-owned property, except a state or other government-owned vehicle, to an apparent extent of $200 or more, or total damage to property owned by any one person or to a state or other government-owned vehicle to an apparent extent of $1,000 or more shall immediately by the quickest means of communication give notice of such accident to the police department, the sheriff's department or the traffic department of the county or municipality in which the accident occurred or to a state traffic patrol officer.

\_\_\_Call emergency contact person(s) of anyone injured

\_\_\_Road Captain or designee take pictures of incident.

\_\_\_Call: Appleton H-D @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ =OR=

\_\_\_ Nearest Harley-Davidson dealership for service =OR=

\_\_\_ H.O.G. Roadside Assistance 888-443-5896

After the ride, Road Captain leading the ride, or designee, needs to:

\_\_\_ Fill out official Harley Owners Group **Chapter Injury Report Form**, and submit to Harley

 Owners Group as required

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\_\_\_If incident results in a serious injury [or death], a “debriefing meeting” of all

 involved, should be scheduled for 1 to 2 weeks after the incident