

# Lakeside Chapter Bylaws and Policies

## INDEX

- 1 Definitions
- 2 Precedence
- 3 Purpose of Bylaws and Policies
- 4 Primary Officers
- 5 Discretionary Officers
- 6 Road Crew
- 7 Committee Officers
- 8 Meetings
- 9 Elections
- 10 Chapter Membership
  - 10.1 Requirements for Chapter Membership
  - 10.2 Membership forms
  - 10.3 Membership database
  - 10.4 Suspension
  - 10.5 Expulsion
- 11 Financial Provision
  - 11.1 Charity Payments
  - 11.2 Payments
  - 11.3 Loans
  - 11.4 Deposits
  - 11.5 Accounts
- 12 Limited Liability Of Volunteers
- 13 Dissolution of Chapter

## Appendices of Chapter Policies

- Appendix A - HOG UK&I Chapter Charter
- Appendix B - Drugs, Alcohol and Prescription medication Policy
- Appendix C - Activities Policy
- Appendix D - Guest Policy
- Appendix E - Road Crew Policy
- Appendix F - Website Usage Policy
- Appendix G - Privacy Policy
- Appendix H - Trike Policy

## Guidance Policy Documents

- Appendix I - Chapter Ride, Chapter Ride Cancellation and Ride Award Criteria Policy
- Appendix J - Pack Riding and Safety Policy
- Appendix K - Road Crew Ride Process Policy
- Appendix L - Road Crew Handbook

## 1. Definitions

Lakeside Chapter UK is an official H.O.G.® Chapter, #7958, affiliated with H.O.G.® UK. Lakeside Chapter is an orphan chapter with HOG UK&I acting in the capacity of sponsoring dealership.

The sponsoring dealership's decision making authority is vested in the Director of Lakeside Chapter subject to HOG UK&I approval.

Lakeside Chapter is a non-political, non-religious, voluntary organisation formed solely for the enjoyment and benefit of its members and promoting motorcycling as a family oriented recreational activity.

Lakeside Chapter will not discriminate against any member, member's guest or potential member on the grounds of age, gender, sexual orientation, race, religion, culture, physical or mental challenges.

Policies approved by the Committee for the operation of the Chapter are attached as Appendices.

## 2. Precedence

The order of precedence for all decision making in the Chapter will be:

- A. National Laws
- B. The Annual H.O.G.® Charter
- C. Lakeside Chapter Bylaws and Policies.

These Bylaws may be adopted, amended or repealed, and new Bylaws may be adopted by majority vote of the Committee and approval of HOG UK&I, provided that notice of the proposed adoption has been included in the notice of the meeting.

## 3. Purpose of Bylaws and Policies

The Chapter Bylaws have been developed to aid in resolving situations that might arise in association with maintaining the Chapter's intent to provide for the good of the Chapter and its individual members.

## 4. Primary Officers

The Primary Officers are those defined in the Annual Charter for H.O.G.® Chapters and are the Chapter Director, Assistant Director(s), Secretary and Treasurer.

***All Primary Officers must be full Chapter members to be eligible.***

***Subject to no Conflict of Interest, Chapter members who are members of another H.O.G.® Chapter are eligible for election or appointment as a Primary Officer of Lakeside.***

In the event of more than one candidate, all Primary Officers will be elected by majority vote at a nominated meeting of the Chapter membership,

Each full Chapter member is eligible to vote. Voting must be by members in person – no proxy votes are permitted.

Each Primary Officer will hold office for a period of not more than three years or until the Officer's resignation, retirement, removal, or expulsion, or until a successor has been elected or appointed. On completing the designated period in post the Primary Officer can stand for re-election.

Primary Officers may hold more than one appointment either concurrently or successively.

Primary Officers may be removed from office at any time by majority vote of the Committee, or by HOG UK&I, provided that a statement of the intended action has been sent by mail or email to the Officer at their last recorded address at least fifteen days before the action is taken.

The Primary Officer will be given an opportunity to present a defence at the time and place notified.

## **5. Discretionary Officers**

The Discretionary Officers are those defined as such in the Annual Charter for H.O.G.® Chapters.

Currently the following posts are in use within the Chapter: Activities Officer, Charities Officer, Editor, Photographer, Head Road Captain, Road Captain, Road Marshall, Historian, Ladies of Harley Officer, Membership Officer, Merchandising Officer, Safety Officer, Comms and Webmaster.

Chapter members who are members of other H.O.G.® Chapters or motorcycling groups that adversely compete for the member's time are not normally eligible for election or appointment as a Discretionary Officer of Lakeside Chapter. Any exceptions to this rule require consideration and vote by a Committee quorum.

With the exception of Road Crew (Road Captain and Marshall) Discretionary Officers shall be appointed by majority vote of all Committee Officers, or else a Committee meeting quorum as defined in these Bylaws.

All Discretionary Officers appointed by the Committee shall hold office for a period of two years (except Head Road Captain which shall be for three years) or until the Officer's resignation, retirement, removal or expulsion, or until a successor has been elected. On completing the designated period in post the Discretionary Officer can stand for re-election.

Discretionary Officers may hold more than one appointment, either concurrently or successively.

Discretionary Officers may be removed from office at any time by majority vote of the Committee, or HOG UK&I, provided that a statement of the intended action has been sent by mail or email to the Officer at their last recorded address at least fifteen days before the action is taken. The Discretionary Officer will be given an opportunity to present a defence at the time and place notified.

## **6. Road Crew**

Road Crew include both Road Captains and Road Marshals both count as full Discretionary Officers of the Chapter.

All Road Crew are expected to

New Road Crew are appointed by majority vote of the existing Road Captains and Crew at any official Road Crew meeting, criteria to be decided by the Head Road Captain.

Voting must be by Road Crew in person – no proxy votes are permitted.

Each Road Marshal's appointment will last for a period of two years or until the Officer's resignation, retirement, removal or expulsion.

***During a Road Marshal's two-year appointment, and in order to be eligible for appointment to Road Captain, the Officer is expected to undertake and pass the H.O.G. Road Captains course plus an appropriate first aid course; in addition to actively supporting the ride-out programme.***

By the end of the two years, Road Marshals may be appointed to Road Captain, stand down in favour of other Road Marshal appointments or else be re-appointed as Road Marshal for a further period.

Road Captains may hold office until the Officer's death, resignation, retirement, removal or expulsion.

If a Road Captain becomes inactive due to health or other reason for a period greater than six months they can resume as a Chapter Road Captain subject to the Head Road Captains approval and undertaking three supervised rides as lead Road Captain.

The Head Road Captain is appointed from the pool of Road Captains by majority vote of the Road Captains to chair their meetings and coordinate Road Crew training.

Voting must be by Road Crew in person at a Road Crew meeting convened for the purpose – no proxy votes are permitted.

While the Head Road Captain is necessarily a Road Captain, the post itself is a three year appointment and is subject to the same period of office rules for Discretionary Officers.

## **7. Committee Officers**

Committee Officers comprise all current Primary and Discretionary Officers of the Chapter.

However, the presence of Road Captains and Marshals (and other Discretionary Officers where specified on their appointment) at Committee meetings is invited rather than mandated.

## **8. Meetings**

Committee meetings will be held regularly (preferably monthly) but no more than three months apart at a time and place designated.

Road Crew meetings will be held regularly during the riding season and at the Head Road Captains discretion during other periods.

A members meeting will be held monthly at a time and place to be advised by the Committee.

Special meetings of the members may be held at any time, at the request of a Primary Officer or HOG UK&I.

Forty percent of all Committee Officers will constitute a quorum for the purposes of decision-making at any of the meetings provided that a majority (three of four) of Primary Officers is also present.

No Proxy Voting will be permitted, however, Committee members unable to attend in person can submit their opinion and arguments to the Secretary for discussion at the meeting, prior to any vote.

All Committee meetings and any decisions made by correspondence will be minuted and all such meeting records will be routinely circulated to Committee Officers for review.

Following their formal approval at the subsequent Committee meeting, Committee Meeting Minutes will be made available to Chapter members.

## **9. Elections**

Notices containing details of Primary Officer requirements will be announced to the Chapter membership at least ten weeks before the meeting at which elections are due to be held.

Nominations for Primary Officer posts must be sent to the specified representative of the Committee by the date declared in the Notice.

Qualification of candidates will be determined by reference to the criteria published in the Notice. These criteria are as agreed by the Committee, in accordance with the HOG UK&I Charter and endorsed by HOG UK&I.

Elections will be conducted with present eligible voters at a nominated Chapter meeting.

No proxy votes will be permitted.

In the event that only one qualified candidate is available for a position, no election is needed and the candidate's appointment will be declared.

## **10. Chapter Membership**

### **10.1 Requirements for Chapter Membership**

Membership in Lakeside Chapter is open to anyone who is a member of H.O.G.® UK and is approved by the Committee.

If within 28 days of an individual's application for membership the Committee, by majority vote, decide that the individual's request for membership would be contrary to the cohesion of the the Chapter the individual will be denied membership. Any monies paid to the club will be returned.

### **10.2 Membership Forms**

New and renewal members must sign an annual membership form (including declaration and release statements) at the time of their renewal or joining. Reminders will be issued in Chapter communication channels at least thirty days before the expiry of membership. It is the responsibility of members to obtain, sign and submit renewal forms together with the appropriate dues on or before the renewal date and within thirty days of its expiry at the latest. New and renewal membership forms will be available from the Chapter website and monthly meeting in good time.

### **10.3 Membership Database**

Membership details submitted on the membership form will be entered into a membership database. This database will be maintained and operated by Chapter Officers for the purpose of supporting Chapter activities and their administration, and in accordance with the Online Privacy Statement. Subject to these conditions, membership details will not be revealed to external organisations for any purpose without the explicit permission of the member(s) concerned. As a voluntary, not-for-profit organisation, the Chapter is not required to register with the Information Commissioner under the terms of the Data Protection Act (1998).

Failure to maintain membership in H.O.G.® UK automatically disqualifies anyone from Chapter membership.

Membership in the Chapter is open to members of other H.O.G.® Chapters.

The conditions of Chapter membership include agreement to abide by: the Annual Charter for H.O.G.® Chapters; the terms of the declaration and release statements signed annually; and the Chapter Bylaws and Policies.

Full membership in the Chapter is granted by the annual dues payment (unless waived) for the year, and signing of the member application, which includes agreement to the declaration and release statements

Membership is effective following the Chapter's receipt of the completed form, the appropriate fees and confirmation of the applicant's H.O.G.® membership. Membership must be renewed annually at which time annual dues are payable (unless waived).

Annual dues are determined by the Committee and are reviewed annually.

Annual membership dues for the current year are payable in full (unless waived) for anyone joining between 1 March –15 November.

Any new member who first joins the Chapter between 16 November – 29 February will receive full membership for the remainder of the current year plus the whole of the next

At the time of joining or annual renewal, each member must declare their active H.O.G.® UK membership number, which will be checked against the national H.O.G.® membership database.

All Chapter members will receive proof of membership, and access to Chapter Bylaws and Policies.

All Chapter members will receive regular copies of the Chapter E-Shot (i.e. by email) containing details of Chapter activities, news and promotions.

All Chapter members will receive a password to the Members Area of the website, giving access to the Chapter newsletters and other Chapter specific information.

All Chapter members may apply for inclusion in the official Chapter Facebook page, which is a group operated for the benefit of members and their partners.

All Chapter members may participate in any and all Chapter activities, subject to prior booking and availability of space if applicable.

All Chapter members may participate in the management of Chapter activities of the Chapter as set out in these Bylaws and Policies.

All Chapter members may nominate candidates, including themselves, for Primary Officer positions (subject to the provisions in these Bylaws) and vote in elections for those offices.

All Chapter members may wear or display the Chapter patches, and any H.O.G.® logos or insignia made available to the Chapter by H.O.G.®. Only current full members of the Chapter are licensed to wear any Chapter specific patch, rocker, or logo.

Membership is terminated if dues are not paid by 30 April.

Termination entails the loss of membership number and constitutes a break in consecutive membership years.

Full payment of yearly dues and submission of a signed and validated application form will reinstate the member to the Chapter.

Reinstatement may incur higher fees to defray additional administration costs and the issue of a new membership number.

A member may resign from the Chapter any time they wish.

The Chapter will write to the resigning member confirming the resignation request.

The ex member will be removed from all data bases and access to Chapter media.

The ex member will give up their rights to wear any Lakeside logo.

No portion of any paid membership dues will be refundable in the case of voluntary resignation.

#### **10.4 Suspension**

A member may be suspended from participation in Chapter activities for cause, such as violation of the Bylaws and Procedures of the Chapter, or for conduct prejudicial to the interests of the Chapter.

The member will be given an opportunity to present a defence to the Primary Offices at a time and place to be notified.

Verbal warnings from the Chapter Director may precede a suspension.

Suspension of any member shall be confirmed by a majority vote of the Committee and Primary Officer discussion with HOG UK&I.

Confirmation of the Members suspension with start and end dates, a statement of the charge(s), Committee decision and a confirmation notice that the Primary Officers and HOG UK&I have discussed this matter shall be sent by mail or email to the member at their last recorded address.

After the period of suspension, the member's suspension will be automatically withdrawn.

Any member suspended twice automatically becomes a candidate for expulsion.

#### **10.5 Expulsion**

A member may be expelled from the Chapter for cause, such as violation of the Bylaws and Procedures of the Chapter, or for conduct prejudicial to the interests of the Chapter.

The member will be given an opportunity to present a defence to the Primary Offices at a time and place to be notified.

Expulsion of any member shall be by a majority vote of the Committee and Primary Officer discussion with HOG UK&I.

Confirmation of a Members expulsion with applicable date, a statement of the charge(s), Committee decision and a confirmation notice that the Primary Officers and HOG UK&I have discussed this matter shall be sent by mail or email to the member at their last recorded address.

In the event of expulsion from the Chapter, full annual membership dues will be refunded and a copy of the expulsion letter and attachments will be sent to the H.O.G.® UK Manager.

### **11. Financial Provisions**

The financial year of the Chapter will be 1st Jan to 31st Dec, or as fixed by Committee resolution.

The Committee will not compensate Officers for their services as such but may provide for the payment of any and all expenses incurred by Officers in attending H.O.G.®, Officer Training or

other meetings for the purpose of conducting Chapter business, or in pursuit of agreed Chapter activities for the benefit of the Chapter membership. In all cases, the Officer(s) are to seek and obtain prior approval from the Committee before incurring the expense.

### **11.1 Charity Payments**

Charity funds collected by the Chapter shall be recorded separately from normal Chapter business. Payments for charity account will be made by the Treasurer after a minuted Committee agreement to do so.

### **11.2 Payments**

The Treasurer and another Primary Officer or by Committee agreement shall authorise all payments of money issued in the name of the Chapter.

### **11.3 Loans**

No loans shall be contracted on behalf of the Chapter, and no evidence of indebtedness shall be issued in its name.

### **11.4 Deposit**

All funds of the Chapter not otherwise employed shall be deposited from time to time to the credit of the Chapter in such depositories as the Committee may select.

### **11.5 Accounts**

The Chapter business accounts will be made available in summary form to all members on request within three months of the preceding year end

## **12. Limited Liability of Volunteers**

Each Chapter member who provides service to or on behalf of the Chapter without compensation ("Volunteer") will be immune from liability to any person for damages, settlements, fees, fines, penalties or other monetary liabilities arising from any act or omission as a Volunteer, to the fullest extent provided by statutory or common law.

For clarity, these Bylaws conclusively presume that any Volunteer who is licensed, certified, permitted or registered under law or by professional charter, and who is performing service to or on behalf of the Chapter without compensation is not acting within the scope of his or her professional practice under such license, certificate, permit, or registration unless otherwise expressly stated to the Chapter Secretary in writing.

## **13. Dissolution of Chapter**

Should events dictate the dissolution of the Chapter, all debts will be paid from the Chapter account(s). Excess funds will be donated to a Charity or Charities to be decided by majority vote of the Committee.



## **Appendices of Chapter Policies.**

**Appendix A - HOG UK&I Chapter Charter**

**Appendix B - Drugs, Alcohol and Prescription medication Policy**

**Appendix C - Activities Policy**

**Appendix D - Guest Policy**

**Appendix E - Road Crew Policy**

**Appendix F - Website Usage Policy**

**Appendix G - Privacy Policy**

**Appendix H - Trike Policy**

**Appendix A - HOG UK&I Chapter Charter**

## **Appendix B - Drugs, Alcohol and Prescription Medication Policy**

Safe, enjoyable and responsible motorcycling activities are the major H.O.G.® objectives, in all respects.

In support of the HOG UK&I policy and in order to respect each other on ride outs, alcohol or recreational drugs are totally banned from all Chapter riding events.

The consumption and use of alcohol or recreational drugs are a serious personal responsibility involving the safety and welfare of family, riding friends, members of the general public and the individual riding H.O.G.®member. Alcohol or drugs consumption before or during any motorcycling activity is not safe responsible behaviour.

NOTICE: No alcohol or recreational drugs are to be consumed before or during rides that the Chapter or H.O.G.®organises.

If you become aware or are concerned about somebody ignoring this policy, please make one of the Road Crew members aware, do not escalate the situation or get involved yourself.

If the Road Captain in charge of any ride is concerned that any individual is under the influence of drugs or alcohol or has been adversely affected by Prescription Medication and that person is not prepared to stand down and leave the group then the Road Captain is empowered to cancel or terminate the ride.

Road Crew Briefing - As a Ride Out Lead Road Captain if you become aware of any individuals who are part of the ride out being under the influence of drugs or alcohol or adversely affected by Prescription Medication, it is recommended that you brief one or more of your follow road crew team, ask them to join you and in a non confrontational way, politely approach and discreetly speak to the individual.

Start by asking how they feel and if they have been consuming alcohol, drugs or prescription medication?

If it is deemed that they have been drinking or taking drugs, or adversely affected by prescription medication then again politely ask them in the interests of other road users to leave the group ride and make their own way home.

In the event that they refuse, then you are empowered to cancel or terminate the ride. Once this point has been reached, you must also advise all participants of the situation without suggesting who is involved and victimising any individuals.

Most Importantly - Keep Cool Calm and Collected and do not let matters escalate with raised voices abusive language or threatening behaviour.

## **Appendix C - Activities Policy**

Chapter activities are conducted primarily for the benefit of H.O.G. chapter members.

There are three categories of activities, identified as follows:

Member Events (Rides, Rallies and social events) are events that are only open to Chapter Members or to other HOG UK&I Members with approval of a Chapter Primary Officer prior to the event date.

Open Events are open to Chapter Members and others. Guests must be approved by a Chapter Primary Officer prior to the event date.

Closed Events are open to Chapter members and one guest per member. Riding guests will need approval of a Chapter Primary Officer prior to the event date. Chapter Primary Officers are Director, Assistant Director, Treasurer, Secretary.

## **Appendix D - Guest Policy**

Guests are allowed to participate in Member Events if they are a current HOG UK&I member and pre-approved by a Chapter Primary Officer.

An Open Event Guest is permitted at the discretion of one of the Chapter Primary Officers.

***A Chapter member is permitted to invite one guest per event, to participate and may only have the same guest on three occasions in any membership year. If the event is subsidised then the guest will need to pay full cost.***

Each guest must sign a Ride Disclaimer and the host Chapter member must take responsibility and must ensure that the guest abides by the Chapter rules.

## **Appendix E - Road Crew Policy**

Road Crew:- include both Road Captains and Road Marshals and both count as Discretionary Officers of the Chapter.

If you're interested in joining the Road Crew please talk to our Head Road Captain who will, on your behalf, liaise with other Chapter Officers to register your interest in becoming a Road Marshal, but please be aware, occasionally there might be a waiting list for places. All Road Captains are expected to plan and lead a minimum of six "Official" Chapter rides per Riding Season and Road Marshals are expected to act as Road Crew on a minimum of six "Official" Chapter rides per season. To ensure equality between Road Captains organising rides the "six ride" requirement could be suspended for the riding season if a valid reason is given (e.g. ill health, operation recovery etc.). If in the following year riding season a Road Captain fails to undertake "six rides" without a valid reason they will be removed from the post as Road Captain and would be required to undertake the full procedure as detailed below to be reinstated.

Road Marshal - Road Marshals are a key part of the Road Crew... nominated by the Head Road Captain and appointed by a majority vote at any official Road Crew meeting.

Recommendations for appointment as a Road Marshal will be based on the general criteria of riding ability, personal disposition, and commitment to the Chapter's ride-out program.

As a Road Marshal, you will be expected to support the existing Road Captains as directed and help out with the various elements involved in safe group riding.

Once appointed as a Road Marshal you will be required to attend regular Road Crew meetings and Chapter training sessions. In addition you will need to gain a recognised first aid certificate.

By the end of the initial period of up to two years or depending on your ability and experience, a Road Marshal may apply to be appointed to the position of Road Captain. Alternatively, you can request to be re-appointed as a Road Marshal for a further period of two years, or stand down in favour of other Road Marshal appointments.

Road Captain – Road Captains are the corner stone of our chapter... to apply you must have been a Road Marshal for a minimum period of up to two years or must be able to demonstrate suitable ability and experience. In addition, to be registered for a place on the HOG UK&I Road Captains course, you will need to hold as a minimum a current first aid certificate.

All Road Captain appointments are at the recommendation of the Head Road Captain and shall be appointed by a majority vote at a Road Crew Meeting.

The final decision to appoint will be based on general criteria of proven ability, personal disposition and commitment to the Lakeside ride-out program.

Road Captain Responsibilities:-

- Planning and leading Chapter rides on a regular basis
- Submitting ride plans to the HRC & Safety Officer for approval
- Leads by example, upholding HOG UK&I chapter rules
- Assists in keeping the chapter informed of all H.O.G. programs
- Educate chapter members about safe group riding techniques
- Informs chapter members of signals and instructions used by the chapter on group rides
- Assist the Safety Officer & HRC in obtaining signed release forms for chapter rides
- Recognised as an ambassador for the chapter HOG UK&I

Expenditure on Road Captain courses require Lakeside Committee approval and the recipient is to be sponsored by the Head Road Captain plus Road Crew Meeting approval.

## **Appendix F - Website Usage**

If you browse and use the website, you are agreeing to comply with, and be bound by the following terms and conditions of use, which together with our privacy policy govern the relationship of Lakeside Chapter Harley Owners Group with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

The term Lakeside Chapter HOG UK&I, or us, or we, refers to the Owner of the website. We are Chapter 7958 of the Harley Owners Group. The term you, refers to the user or viewer of our Website.

The use of this Website is subject to the following terms of use:

The content of the pages of this Website is for your general information and use only. It is subject to change without notice. This Website uses cookies to monitor browsing preferences. If you do allow cookies to be used, personal information may be stored by us for use by third parties in accordance with our privacy policy. Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this Website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law. Your use of any information or materials on this Website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this Website meet your specific requirements. This Website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions. All trademarks reproduced on this Website, which are not the property of, or licensed to the operator, are acknowledged on the Website. Unauthorised use of this Website may give rise to a claim for damages and/or be a criminal offence. From time to time, this Website may also include links to other websites. These links are provided for your convenience to provide further information. They

do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s). Your use of this Website and any dispute arising out of such use of the Website is subject to the laws of England, Scotland, Wales and Northern Ireland. If you continue to browse and use this Website, you are agreeing to comply with, and be bound by the following terms and conditions of use, which together with our privacy policy govern the relationship of Lakeside Chapter Harley Owners Group with you in relation to this Website. If you disagree with any part of these terms and conditions, please do not use our Website.

## **Appendix G - Privacy policy**

This privacy policy applies between you, the User of this Website and Lakeside Chapter H.O.G 7958, the Owner and provider of this Website. Lakeside Chapter H.O.G 7958 takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website.

Please read this privacy policy carefully.

### 1 - Definitions and interpretation

In this Data, Cookies, Lakeside Chapter H.O.G 7958, we or us, UK and EU Cookie Law, User or you, Website, privacy policy, the following definitions are used:

- collectively all information that you submit to Lakeside Chapter H.O.G 7958 via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998;
- a small text file placed on your computer by this Website when you visit certain parts of the Website and/or when you use certain features of the Website. Details of the cookies used by this Website are set out in the clause below (Cookies);
- Lakeside Chapter H.O.G 7958, a motorcycle club the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011;
- any third party that accesses the Website and is not either (i) employed by Lakeside Chapter H.O.G 7958 and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Lakeside Chapter H.O.G 7958 and accessing the Website in connection with the provision of such services; and
- the website that you are currently using, [www.lakesidechapter.co.uk](http://www.lakesidechapter.co.uk), and any sub-domains of this site unless expressly excluded by their own terms and conditions.

### 2 - In this Privacy Policy:

- the singular includes the plural and vice versa, unless the context requires a different interpretation;
- references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
- a reference to a person includes firms, companies, government entities, trusts and partnerships;
- "including" is understood to mean "including without limitation";
- reference to any statutory provision includes any modification or amendment of it;
- the headings and sub-headings do not form part of this privacy policy.

### 3 - Scope of this privacy policy

This privacy policy applies only to the actions of Lakeside Chapter H.O.G 7958 and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

#### 4 - Data collected

We may collect the following Data, which includes personal Data, from you:

- Name
- Contact Information such as email addresses and telephone numbers;
- IP address (automatically collected);  
in each case, in accordance with this privacy policy.

#### Our use of Data

- For purposes of the Data Protection Act 1998, Lakeside Chapter H.O.G 7958 is the "data controller".
- We will retain any Data you submit for 12 months.
- Unless we are obliged or permitted by law to do so, and subject to any third party disclosures specifically set out in this policy, your Data will not be disclosed to third parties. - This includes our affiliates and / or other companies within our group.
- All personal Data is stored securely in accordance with the principles of the Data Protection Act 1998. For more details on security see the clause below (Security).
- Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:
  - internal record keeping;
  - improvement of our products / services;
- transmission by email of promotional materials that may be of interest to you;  
in each case, in accordance with this privacy policy.

#### Third party websites and services

- Lakeside Chapter H.O.G 7958 may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services do not have access to certain personal Data provided by Users of this Website.

#### Links to other websites

- This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

#### Changes of business ownership and control

- Lakeside Chapter H.O.G 7958 may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Lakeside Chapter H.O.G 7958. Data provided by users will, where it is relevant, to any part of our business so transferred, be transferred along with that part and the new Owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.
- We may also disclose Data to a prospective purchaser of our business or any part of it.
- In the above instances, we will take steps with the aim of ensuring your privacy is protected.

#### Controlling use of your Data

- Wherever you are required to submit Data, you will be given options to restrict our use of that Data. This may include the following:
  - use of Data for direct marketing purposes; and
  - sharing Data with third parties.

#### Functionality of the Website

- To use all features and functions available on the Website, you may be required to submit certain Data.
- You may restrict your internet browser's use of Cookies. For more information see the clause below (Cookies).

#### Accessing your own Data

- You have the right to ask for a copy of any of your personal Data held by Lakeside Chapter H.O.G 7958 (where such Data is held) on payment of a small fee, which will not exceed £10.

#### Security

- Data security is of great importance to Lakeside Chapter H.O.G 7958 and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected via this Website.
- If password access is required for certain parts of the Website, you are responsible for keeping this password confidential.
- We endeavour to do our best to protect your personal Data. However, transmission of information over the internet is not entirely secure and is done at your own risk. We cannot ensure the security of your Data transmitted to the Website.

#### Cookies

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Type of Cookie	Purpose
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- cookies of visitors	and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser.
- You can choose to delete Cookies at any time; however you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalisation settings.
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- You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.



- If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted and the validity and enforceability of the other provisions of this privacy policy will not be affected.
- Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
- This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

#### Changes to this privacy policy

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- You may contact Lakeside Chapter H.O.G 7958 by email at [webmaster@lakesidechapter.co.uk](mailto:webmaster@lakesidechapter.co.uk).

## Appendix H - Trike Policy

Safe group riding is paramount for all participants on Chapter ride outs, one of the keys objectives for our groups events is for them to be totally inclusive. Part of this relates to the inclusion of three wheeled motorcycles, either Trikes or Harley Davidsons with a side car, riding within the group.

In order to provide some guidelines for a safe inclusive ride, Chapter ride out events will treat three wheeled motorcycles as a normal two wheeled bike within the pack and make no calls for Trikes to be positioned at the back of the pack, unless this is preferred by the rider, or they are part of the Road Crew riding as back marker / break down support.

There are a number of safety factors which the lead rider, group and Trike riders should adopt.

On group ride outs, Trikes should adopt a 'centre track position 'i.e. The Trike rider should run in the middle of the respective carriage way, while bikes are adopting a staggered formation.

This is the same as a car driving in a centre lane position.

Due to the additional weight and physical size of Trikes, riders should allow a slightly longer gap than the two second gap which applies to bikes.

When it comes to the second man drop, Trikes should be prepared to be dropped either in a safe location along a straight piece of road, in another safe location or, when the lead rider considers it safe, in the normal second man drop position/junction requiring marking.

Road Captains leading a ride should operate the second man drop for Trikes in a way within which they are comfortable themselves. It is obvious that three wheeled motorcycles are wider than bikes, lead riders ideally need to see the pack as best they can, therefore dropping a three-wheeler off may be necessary to provide improved visibility of the following group. If there are any questions of points for clarification, please speak to the Lead Riding Road Captain or Safety Officer.

# **Guidance Policy Documents**

**Appendix I - Chapter Ride, Chapter Ride cancellation and Ride Award Criteria Policy**

**Appendix J - Pack Riding and Safety Policy**

**Appendix K - Road Crew Ride Process Policy**

**Appendix L - Road Crew Handbook**

## **Guidance Appendix I - Chapter Ride, Chapter Ride cancellation and Ride Award criteria Policies**

### Chapter Ride Event definition

A Chapter Ride is deemed to be "official" if the following criteria has been met.

- 1) A Road Captain has submitted a "File a Ride" on the Chapter Website to the Head Road Captain.
- 2) The Head Road Captain has approved the ride and advertised it to the whole membership via the Chapters media outlets.
- 3) The Road Captain completes the "Ride Itinerary" on the Website and arranges appropriate Road crew.
- 4) Ride Cancellation Policy to ensure Insurance Compliance

**Note:** The Chapter has a Public Liability Insurance arranged via HOG through the BMF that covers the Road Crew. As part of the compliance process for the insurance to be valid Chapters are expected to run their rides in accordance with the HOG Road Captains Course (effectively the Ride Risk assessment mitigation); provision is also made for the individual Chapter, via their By Laws, to add specific actions that improve the Risk Assessment mitigation.

To comply with the insurance provider's requirements it is mandatory that we have Road Crew accompany every ride that takes place under the Lakeside Chapter's jurisdiction.

It is the Road Captain's responsibility to arrange for appropriate Road Crew to be available prior to the date of the ride.

In the event that a ride is scheduled within the next 24 hours and no Road Crew is available the ride is to be cancelled promptly.

Failure to comply with this policy may result in the responsible Road Captain facing disciplinary action.

The insurance provider has emphasised that any deviation from this policy puts both individual riders and the chapter as a whole at risk.

**Note:** The only excepted deviation from the above is that in the event on the day the designated Road Crew fail to turn up the Road Captain has the authority to appoint one/two members as Road Crew for this ride only. However the Ride Captain takes on the responsibility that the competence and skills of those he wishes to appoint are commiserate with that required by the Chapter Road Crew standards and equally the appointed member must accept the responsibility. The Ride will now be an Official Chapter ride and qualify for a Ride Award.

For clarity, the standard Chapter policy is that every ride has two accompanying Road Crew eg Sweeper and Tail End. However, it is acceptable for a Chapter Ride to go ahead with one Road Crew as this will conform to the insurance requirements.

## Chapter Ride Awards

For every Chapter ride event that you attend and ride with you will be awarded with a rider's point. Collect as many as you can and the Chapter will present you with a pin as recognition and a thank you for supporting your Chapter.

## Chapter Challenge

The Chapter also run a Chapter Challenge mileage competition each year where you stand a chance of winning yourself £50.00. You will need to provide your VIN number and mileage at the start of the year and again towards the end of the year. Your mileage will be worked out from this. There will be one £50 for the highest mileage and 3 x £50 for the member that has the closest mileage to a generated random number in the bands of: 1 to 5,000 miles, 5,001 to 10,000 miles, and over 10,001 miles.

## Guidance Appendix J - Pack Riding Rules and Safety Policy

**Note:** It is Chapter policy that all designated Road Crew on an 'Official' Chapter ride wear the Chapter approved Hi-Vis vest, it is mandatory for the Road Crew on a ride and is not a discretionary choice of the Road Captain. However if the designated Hi-Vis is not available to the Ride Crew on a particular ride it is acceptable to use industry standard motorcycle Hi-Vis clothing eg. HO Hi-Vis vest/tabard.

### GROUP RIDING

The Road Captain will always give a brief before a ride and you must attend it and take note, if you are not at the briefing you cannot ride with the group this is for everyone's safety.

### STAGGERED RIDING

Generally, other than on rural roads we ride in double staggered file within a single lane. Staggered file means that if the first rider behind the RC is on the left-hand side of the lane the next rider should be on the right-hand side of the lane and the third rider is then on the left-hand side and so on through the group. A minimum of two seconds should be left between you and the rider in front of you even though they are on the other side of the lane.

### SECOND MAN DROP OFF

This is the preferred method of route marking and as it suggests the second person in the ride will be dropped off at a point along the route to mark the route for others in the group. The Road Captain will indicate where he would like you to stop and indicate, normally either left or right (sometimes it may be straight on or on a particularly long stretch as a marker to show that the ride is still ahead of the other riders). If you do not feel safe to stop there, you must stop as soon as you feel safe and if necessary and it is safe to do so go back to the point on foot to indicate the direction of travel.

The Road Captain should explain how he is going to indicate the drop off, normally he will raise his hand and point to an area of road he wants you to stop. Most drops will be to the nearside of the road but occasionally it could be to the off side of the road so be ready.

**STEP 1. TAP ON THE HEAD AND GET READY FOR THE LEAD RIDER AS THEY ARE GOING TO GIVE YOU AN INSTRUCTION**

**GIVE YOURSELF PLENTY OF SPACE BETWEEN YOU AND THE LEADER THUS GIVING YOURSELF PLENTY OF TIME TO PREPARE!!!**

**STEP 2.** PAY ATTENTION, THE LEAD RIDER WILL INSTRUCT WHERE YOU'LL NEED TO STOP

MAKE SURE YOU'RE SAFE EVEN THOUGH THE LEADER HAS ASKED YOU TO STOP AND IF YOU FEEL IT'S NOT SAFE CARRY ON AND AT THE END OF THE RIDE NOTIFY THE ROAD CREW

**STEP 3.** THE LEAD RIDER WILL INSTRUCT YOU WHAT DIRECTION THAT YOU WILL NEED TO POINT TO. IF THE LEADER REQUIRES YOU TO SIGNAL LEFT HE WILL RISE HIS LEFT ARM OUT. YOU ONLY GIVE DIRECTION WHEN SAFELY STOPPED AT THE SIDE OF THE ROAD

THIS ACTION IS REPEATED EXACTLY THE SAME FOR RIGHT SIGNAL BUT WITH THE OPPOSITE ARM.

**STEP 4:** DON'T MOVE UNTILL YOU SEE AN ORANGE HI-VIS JACKET (THE SWEEPER) WHO STAYS AT THE BACK TO PICK UP THE DROP OFF'S FROM THE FRONT... You could be there for some time perhaps 15 or 20 minutes, but the Road Crew will eventually arrive, and you then pull off, if you leave your spot before the Road Crew arrive the whole ride could collapse. The Road Crew will generally facilitate you pulling out ahead of them but if that is not possible then just pull off when safe and they will allow you to pass. There are no drop offs on motorways, but this will be covered in the ride briefing.

#### THE BUDDY SYSTEM

Is only used in small groups and requires you to know who is in front of you and who is behind you and should you find that you do not have a bike behind you when a turn is made you wait at the junction until the next bike comes along before pulling off. They will do the same if necessary.

With both systems traffic plays a big part in how close or not the group is, and the idea of the system is to allow you to ride safely always knowing that the route will be marked.

As a Chapter we have used both systems successfully not only around the United Kingdom but also in Europe and the USA so we know it works.

## **Guidance Appendix K - Road Crew Ride Process Policy**

### Road Crew Ride Process

Once you have volunteered to lead a ride you will write a review of your ride using the Event template, available on the Road Crew section of the web site <https://www.lakesidechapter.eo.uk/crew-login>, as soon as possible This will ensure details of the ride are published on the website ride calendar for members to view.

Start to plan the ride to ensure you know your desired route in detail and download to your Sat Nav if you have one ready for your Reece. ride.

Carry out a Reece. of the ride. Look out for road conditions / layout and plan where you will do your drop offs, if needed. Keep your eyes open for road signs advising of anything that may affect your ride on the date planned. Change your route if necessary. This Reece will ensure your route is safe for a group ride and give you first-hand experience of it before the day of the ride. Sometimes this is not possible due to multi day / abroad rides. If this is the case, then the use of mapping system is critical and should be reviewed and checked on numerous occasions.

Ask for Road Crew at the Road Crew meeting in the month prior to the ride or via the Road Crew WhatsApp group if an additional ride.

Complete a Ride Itinerary sheet, available on the Road Crew section of the web site: <https://www.lakesidechapter.eo.uk/crew-login> This form will automatically be sent on completion to: [headroadcaptain@lakesidechapter.co.uk](mailto:headroadcaptain@lakesidechapter.co.uk). This is a HOG requirement and a copy will be kept in the Chapter records.

Prepare your brief ready for the day of the ride. You will use this as your aid when talking to the group at the briefing session prior to the ride. This should include basic information like where you are going and the objective of the ride, length and time and who your crew are. Include if you are doing the Buddy or Second Man drop off system.

The Historian issues an up-to-date ride sheet to all Road Captains as and when necessary. This is so that you know who the Chapter members are and you are able to check them in on the day of your ride.

On the day before the ride ensure you have, your route and Sat Nav, the Brief, Sign in sheet, Guest disclaimers sheets, Injury/Incident report form and Hi-Vis jacket.

On the day of the ride, try and arrive nice and early, before your actual meet time if possible. This will enable you to see who is arriving for the ride and if there are any new members. If riders arrive who you do not recognise, talk to them and make sure they are on the sign in sheet. If they are not you need to explain that they cannot ride unless they are covered by the notes on the sign in sheet. If they are new to the Chapter explain in detail to them about the Buddy or Second Man drop off system, whichever one you are using that day. Also about group riding, gaps, overtaking etc. Ensure they are comfortable with this, if not, buddy them up with an experienced rider in the group, preferably a Road Crew member that is riding that day and not assisting you.

Ensure that you complete the sign in sheet as members arrive. If there are any guests ensure that they complete a Guest disclaimer sheet.

At the advertised time, start your brief, make sure that everyone doing the ride is in attendance, remember no Brief no Ride. Use your notes that you prepared earlier. Remember to include the procedure for leaving the group or for breakdowns. Finally you MUST read the HOG disclaimer. At the end of the brief advise the departure time.

When ready to leave head to the front of the group and stop. Get everyone into riding formation and walk the line to make sure everyone is ready to roll. If there are any problems at this time delay the start until resolved.

Enjoy the ride.

If an incident should occur during the ride that involves an injury it is critical that you complete the Injury/Incident report form. Use any members that are FBOS trained to handle the situation and get the other riders to a safe place. Report the incident to the Head Road Captain, or Assistant, if not available at the earliest opportunity. When you return home send the completed Injury/Incident report form to [headroadcaptain@lakesidechapter.co.uk](mailto:headroadcaptain@lakesidechapter.co.uk). Be prepared to provide detailed explanations if required.

After the ride, send the Sign in sheet and any Guest disclaimers to the Historian. This will then be used to update the Ride Award database and a copy filed to comply with HOG requirements.

Also make a note of any good things that happened on the ride and also any learning points. These can then be shared with other crew members at the next Road Crew meeting.

Initial route Plan	
Write review for Web site	
Ask for Road Crew	
Detailed planning	
Reece	
Ride Itinerary sheet	
Write Brief	
Get sign in sheet	
Gather everything needed for the ride	
Talk to new members/ unknown riders	
Complete sign in sheet and Guest disclaimers if needed	
Send sign in sheet back to Historian	
Make notes of good and learning points for next meeting	

## Guidance Appendix L - Road Crew Handbook Policy

### Lakeside Chapter (7958) Road Crew Handbook

#### Contents

- 1.0 Introduction
- 2.0 Definitions
- 3.0 Road Captain's Mission Statement
- 4.0 Road Captain's Role
- 5.0 Road Crew
  - 5.1 Selection
  - 5.2 Members of the Road Crew in a ride
  - 5.3 RC
  - 5.4 Sweeper
  - 5.5 Tail End
- 6.0 Ride Formation, Styles & Road Craft
  - 6.1 Road Crew
  - 6.2 Single File
  - 6.3 Staggered Riding
  - 6.4 Route Marking
    - 6.4.1 Second Man Drop Off
    - 6.4.2 Buddy System
    - 6.4.3 Predefined Marking (Parades)
  - 6.5 Motorways
    - 6.5.1 Flow of Traffic & Overtaking
    - 6.5.2 Exits
  - 6.6 Separation
  - 6.7 Large Groups of Motorcycles
  - 6.8 Overtaking
- 7.0 Ride Planning
  - 7.1 Administration
  - 7.2 Planning Information
  - 7.3 Road Crew
  - 7.4 Reece
  - 7.5 Communication
- 8.0 Considerations for Ride Planning
  - 8.1 Left hand circuit
  - 8.2 Features which extend the group
  - 8.3 Fuel Stops
  - 8.4 Regrouping Points
  - 8.5 Parking at Destination(s)
  - 8.6 Complex Junctions
  - 8.8 Local events
  - 8.9 Vulnerable Road Users
- 9.0 Day of the Ride Out
  - 9.1 Personal Administration
  - 9.2 Safety Briefing
  - 9.3 Starting Out
  - 9.4 Leaving the Group during the ride.
  - 9.5 Overtaking



**9.6 Vehicle Breakdown****9.7 Lost Procedure****9.8 Other Vehicles in the Group****9.9 Trike's****9.10 Signals****9.11 Debriefing****10.1 Minor Incident or First on Scene at a Road Traffic Incident****10.2 Major Incident or First on Scene at a Road Traffic Incident**

## 1 Introduction

Welcome to the Lakeside Chapter Road Crew handbook which is intended to supplement the HOG Road Captain's course. The handbook aims to represent best practice for organised group rides and is very similar to current practice in most Chapters.

The objective is to achieve an understanding of how Lakeside and H.O.G.® Rides operate as well as ensure the best possible levels of safety.

## 2 Definitions

Head Road Captain (HRC) - Coordinates and oversees Chapter rides on behalf of the Committee.

Road Captain (RC) - Plans and leads Chapter rides. Is usually HOG trained but, can be a Road Crew member that is fully aware of all HOG requirements for Road Captains.

Road Crew (Crew) -All members who plan or assist with Chapter rides.

Tail End - rides at the back of the group and will stop with bikes or riders who require assistance

Sweeper - rides at the back of the group and collects the dropped off riders.

Marshal - rides in the group to assist the RC on large or complicated rides.

## 3 Road Captain's Mission Statement

To ensure every member of the ride out has a safe and thoroughly enjoyable ride by careful and thorough planning in line with HOG and Chapter guidelines.

## 4 Road Captain's Role

To ensure that every member of the Ride (including the Crew) has a safe and thoroughly enjoyable ride. The Crew play a crucial role in ensuring this mission statement is achievable. The key role in any ride out is that of the RC. It is the RC's job to plan and lead the ride from beginning to end.

The RC is responsible for all aspects of group safety and must be able to handle the necessary administration required for a good ride out as In the event of an incident it is this administration which will come under close scrutiny.

The RC must be a Leader, not only of his Crew, but also of the other riders. Popularity is helpful but tact and diplomacy are the major assets. Great leaders are followed by people who WANT to follow not because they have simply been told. It is essential that everyone has confidence in the abilities of the RC to deliver a safe and enjoyable ride and that everyone understands the ride and the riding format. They must understand and be keen to comply with, the guidelines for the day. This is the only way a successful ride and in turn, the mission statement can be achieved.

Most Ride Outs will have at least two Crew. This is so that there is a Deputy to stand in if the RC is ill or unable to attend at the last minute. In addition to the RC there will be two additional Crew who assist at every stage in the ride organisation, work with the RC to provide a great ride and help at the ride briefing.



The two additional Crew will usually ride as last men/women (known as the Sweeper and Tail End) for the RC. All three, RC, Sweeper and Tail End should have ridden the route ideally with the RC during the Reece's and been fully briefed as to any new elements relevant to the ride, particularly any recent hazards identified. Where this is impractical the RC should provide the participating Crew with both a printed and gpx plan of the Ride.

The processes outlined in this handbook are designed to offer a uniform approach to ride organisation and execution by Lakeside Chapter, which is similar across all of the Chapters in the UK and Ireland however, they are not rules, they are guidelines to assist the Chapter by providing a consistent, documented and simplified format for all to use. There will be no need to reinvent the wheel each time we lead a ride or ride with another Chapter.

Focus should be on the pleasure of the ride and being in the company of friends - not on worrying about the unique aspects introduced on a briefing.

REMEMBER: WE RIDE FOR ENJOYMENT

## 5. Road Crew

5.1 Selection All Road Crew will observe and evaluate prospective Road Crew preferably over the period of a year, and then, by consensus, will invite them to become part of the Crew. Such invitation involves the use of an explicit set of ten criteria as follows:

1. Good Bike handling, riding consistency and safety.
2. A team player
3. Happy to take responsibility
4. Interested and enthusiastic in organising rides
5. Reliable and dependable
6. Attends a majority of Chapter rides and events
7. Sociable and courteous
8. Preferably has been a Lakeside Chapter Member for at least one year
9. Does not hold a position in any other bike chapter/club which would divide their time
10. Must be a member of Lakeside Chapter

Existing RC's will coach, mentor and support the new Road Crew through their first rides, as necessary.

Road Captains must fulfil the following minimum requirements:

- 1 Are all experienced Chapter members and will have ridden with the Chapter on various rides and they must be totally committed to the promotion of Chapter activities.
- 2 Complete the HOG Road Captains Course.
- 3 Hold a current first on scene first aid certificate.
- 4 Actively organise and promote a minimum of six or more events each year and supports other events and rides.
- 5 Regularly volunteer, support and encourage the events of other members of the Road Crew and Activities

Officers.

6 Attends a majority of Crew meetings.

7 Actively welcome and introduce New Members at Club Nights and their inaugural ride.

Should Crew not be able to meet the above criteria they will stand down to ensure the high quality and standards expected of Crew are maintained.

## 5.2 Members of the Road Crew in a ride

### Road Captain

The Road Captain will ride at the front of the group and will lead the ride. They will also be responsible for dropping the second man off at junctions. The RC will wear Chapter approved hi-vis.

### Sweeper

The Sweeper will ride at the back of the group and will mark the end of the group of riders. The Sweeper will also pick up riders who have been dropped at junctions etc. The Sweeper will wear Chapter approved hi-vis.

### Tail End

The Tail End will ride at the back of the group behind the Sweeper and will attend a rider who has stopped and requires assistance. The Tail End will wear Chapter approved hi-vis.

### Additional Crew as Required (Marshals)

Additional Crew can be used depending on the size of the ride and numbers attending. Additional Crew will wear Chapter approved hi-vis.

**NOTE: Not all rides will have two Road crew, Sweeper and a Tail End, in the event of there being only a single member of Road Crew they will combined the duties of both.**

## 6. Ride Formation, Styles & Road Craft

The ride should always be conducted to suit the rider with the least ability.

### 6.1 Road Crew

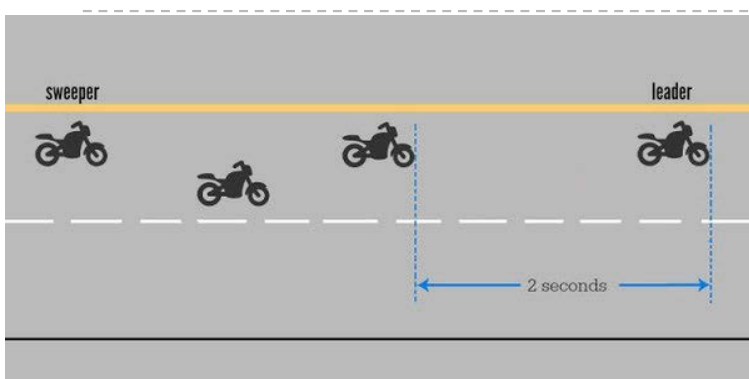
RC, Sweeper and Tail End are not part of any ride formation and should be free to move around a lane as suits the prevailing conditions ahead. The rider immediately following to the RC should leave a minimum of two second gap between themselves and the RC. This also gives them time to position and react for a drop off. The third rider should also consider an extended gap approaching drop offs.

### 6.2 Single File

This formation is to be generally adopted on sweeping rural or narrow roads. It is also used when passing hazards. A minimum of two seconds should be maintained between motorcycles and the full width of the lane used to best advantage.

### 6.3 Staggered Riding

On rural roads we generally ride in double staggered file within a single lane. Staggered file means that if



the first rider behind the RC is on the left hand side of the lane the next rider should be on the right hand side of the lane and the third rider is then on the left hand side and so on through the group. A minimum of two seconds or one bike length per 10MPH) (DEPENDANT ON RIDER CONFIDENCE AND WEATHER CONDITIONS) should be left between you and the rider in front of you.

In a built-up area there may be instances (on approach to a left hand minor junction where a rider in the left file may wish to move to the right briefly. This should be achieved by slowing slightly making a clear observation (lifesaver) and moving to the right. Similarly, on approach to a left hand bend with rapid oncoming traffic a rider in the right file may wish to move left in the same manner.

Remember, when riding within a close formation one of the few safety benefits is the fact that, generally, your fellow road users will be more aware of your presence. Riders do not need to change files as folk are dropped off, this will cause a domino effect right through the ride. Riders who start in the left file will should remain in the left file throughout a ride, although this could change after being picked up from a drop-off

If a ride comes to a halt the riders should close up gaps to compact the ride as much as possible by pulling up in side-by-side pairs where road width allows, then re-establishing riding formation when departing from junction or obstruction i.e. (not pulling off in pairs). This will facilitate maximum numbers through traffic lights etc. and cause less frustration to following motorists. In built up areas be particularly aware of other solos and bicycles that may pass on either side in slow or stationery traffic.

## 6.4 Route Marking

There are two universally accepted methods of marking a route as well as several less often used methods. The two systems adopted by H.O.G. ® UK and Ireland are the Drop off system and the Buddy system. Selection of the best route marking system will depend on the size and type of ride as well as the experience of the participants governed by the least experienced rider. The default method is the "Second Man Drop Off" system.

### 6.4.1 Second Man Drop Off

All drop offs should be safe for riders and other road users as well as being clearly visible to the group. You MUST point out in your briefing that, although the RC will identify the location they want you to stop, the rider must absolutely satisfy themselves that the indicated drop off is safe in their opinion. If a rider is not comfortable with a designated drop off they must not stop there. To allow for this, make sure you intersperse your experienced riders within the group.

These riders will adopt a drop off if a less experienced rider decides not to stop. If the drop off is not suitable even for an experienced rider, the drop off and therefore that part of the route was not so well chosen! Occasionally it may be worthwhile dispatching a member of the Road Crew ahead of the group to mark a particularly important or difficult drop off. In that way the Marshall can choose to park his bike and mark the turn on foot if he considers that to be the safest option.

Using this method, every rider will be required at some point to mark a junction. As the RC approaches a point at which a marker is required they should raise a hand as a warning on the impending drop off. Having identified the required drop off position on the Reece they should point to the ideal location using a full, extended arm movement.

The rider to be dropped off should pull into the indicated location provide they feel it is safe to do so. Then by making the correct observation and using an arm signal indicate any change of direction as appropriate. The reason H.O.G. ® recommend an arm signal where appropriate rather than a turn signal indicator is to avoid a left turn signal not being cancelled when the drop off is for a right turn ahead. The RC will then make the indicated turn and continue on the ride. Subsequent riders will then approach the dropped off rider who will look to the rear and indicate the turn ahead using an arm signal. The group will then take the turn and continue on the ride. Dropped off riders must be made aware that there can be considerable gaps between some riders and should never leave the dropped off position until the arrival of the Sweeper. Make sure riders give PARTICULAR ATTENTION TO THE SWEEPER WEARING CHAPTER APPROVED HI-VIS ATTIRE at the briefing. If the Sweeper takes a pillion rider, then both pillion and rider should wear a Hi-Vis vest.

There is no overtaking when using this method of Route marking.

When allocating drop off there is no harm in dropping an inexperienced rider off on a straight section of road. This can be particularly useful when the next drop off point is particularly key or where there has not

been a drop off for several miles as there has been no ride deviation. It will assure the following riders that they are still on route. All Crew who attend the Reece's should be aware of this option, potentially unscheduled drop offS.

#### 6.4.2 Buddy System

This tends to be the system adopted for smaller more experienced groups of up to twelve riders. The group is again led by a RC, however, the riders simply follow at junctions but do a mirror check before and after the junction to ensure the following rider is close enough to see the turn and has made the turn after the junction.

If the rider behind is not in sight the rider will stop and mark the junction until the next rider arrives. There is usually a designated Sweeper and this is recommended although it is not essential.

This system promotes a more freely flowing ride and usually a more progressive pace.

Where the Buddy System is used you will be required to keep the motorcycle behind you in general view along the route and in view when approaching and turning at a junction or roundabouts.

If you cannot see the bike behind you coming up to a junction then wait for them to appear. This ensures that the bike behind you knows where you have turned off.

Note: You do not wait for the bike to catch you up just make sure that you can see the bike behind you and are confident that they have seen you.

#### 6.4.3 Predefined Marking (Parades)

Another method which is ideal for Parade or large groups is that of predefined marking. Using this method Crew/Marshalls are sent out in advance of the group or riding behind the Lead to mark junctions. At no time should the Crew attempt to control or influence traffic flow and Marshals should not attempt to rejoin the front of the group by passing the group at speed. This system can work in conjunction with the drop off system for designated complex junctions or where the Crew can regain the front of the group using an alternate short route.

### 6.5 Motorways

#### 6.5.1 Flow of Traffic & Overtaking

Motorway riding can be particularly problematic as each rider has his own style of overtaking on Motorways no matter what is said at the briefing.

The problems on Motorways are,

- 1) Riders will either overtake one at a time (like a snake), all together (like a stick) or a combination of the two.
- 2) The above types of overtaking cannot be controlled by the RC, Sweeper, Tail End or Marshall.
- 3) Overtaking Speed will need to be maintained to allow all the group to return to the initial lane they were travelling in.
- 4) The slip road cannot be marked by Second Man Drop Off.

The rule of the road is to keep to the left hand lane, and only use other lanes for overtaking, the rider should not ride in any other lane when not overtaking another vehicle for more than ten seconds (i.e. past the point at which it is safe to pull back to the left lane).

Maintaining a good momentum on the motorway is important, riding too slowly can be more dangerous than riding too quickly. If a good speed is maintained it is noticeable that the experienced riders will maintain a good 'flow' to their ride often pulling out before the rider in front to prompt them to pull out.

There may be occasions where the RC at the briefing requests the group follow in the same lane as he/she is in. This may for instance, be used at complex feeder roads and ensures the group is not brought into

conflict with vehicle's feeding into the traffic flow. As soon as the hazard is passed, the RC should revert to the correct lane.

*Snake*

In traffic this option looks after itself as it flows naturally, however, it can lead to big gaps in the group as each rider can only overtake if there is space and it is safe to do so.

Method

When approaching a slower moving vehicle the RC will indicate, change lane, overtake and return to the initial lane he/she was in.

The Lead will ensure that sufficient speed differential is maintained over the vehicle overtaken so that space is created for the following riders to overtake and return to the lane they were in.



- a) Each rider in turn when reaching the slow moving vehicle will indicate, change lane, overtake and return to the initial lane he/she was in.
- b) Riders will only overtake if there is sufficient gap in front of the vehicle being overtaken for the rider to return to the lane they were in without causing the overtaken vehicle to slow or make room for the overtaking bike, i.e. do not 'cut up' the vehicle being overtaken.
- c) RC's should only overtake if there is sufficient time to get all the bikes in the group past the traffic before having to turn off.

*Stick*

In light traffic the stick option could be implemented as cars behind the group can use the third lane for overtaking and the group will not affect the traffic flow.

Method



- a) When approaching slower moving traffic the Lead and all riders will indicate, change lane and overtake.
- b) After Passing the slower traffic each rider will return to the initial lane he was in. The practice of the Sweeper and Tail End moving into a lane to intentionally block approaching traffic and expecting riders to his front to move into that lane to overtake is not good practice. However, it frequently happens that the Sweeper and Tail End, being a more experienced rider in the group, will observe an overtake opportunity earlier than others and position accordingly having already assessed that there is no approaching traffic in conflict with his or her manoeuvre. This early position movement is often enough to cause others in the group to make effective observation and the group moves past slower moving traffic very smoothly and safely.

Summary

So there are pros and cons. A group of experienced riders will noticeably use the most appropriate method i.e. stick or

snake according to the conditions. Mixed groups flounder as some just seem to go into lemming mode and will blindly follow the rider in front.

### 6.5.2 Exits

Well before the junction the RC should be looking to see if all riders are in view and start to adjust speed accordingly. Two miles before the junction the RC will reduce his/ her speed if safe to do so to allow the riders to group together and ensure everyone is in sight.

### 6.6 Separation

Separation from other road users and fellow riders helps to maintain safe riding. It is an important safety feature. Generally, maintain a two second gap between riders even when riding in a staggered formation. With experienced riders it is possible to maintain a two second gap within each file as the offset position improves visibility however this is an advanced riding technique and should be left to the individual to decide.

### 6.7 Large Groups of Motorcycles

Where more than 50 motorcycles attend an event it is advisable to split the group into smaller units of 25-35 bikes with each treated as a separate ride out with a five minute departure gap between them.

### 6.8 Overtaking

When you are the RC and there is a slower vehicle in front of the pack it is important that you only overtake if there is sufficient time to get all the pack past the slower vehicle well before the junction.

## 7. Ride Planning

This is the most crucial stage of a ride, if the ride is well planned and administered then everything will run smoothly. If corners are cut at this point it could have disastrous results. Remember the Five P's, Prior, Preparation, Prevents, Poor, Performance.

When Route planning you must bear in mind the group MUST fully comply with the law and all Road Traffic Regulations.

**UNDER NO CIRCUMSTANCES MAY ROAD CREW ATTEMPT TO STOP, HOLD OR CONTROL TRAFFIC UNLESS SPECIFICALLY INSTRUCTED TO DO SO BY AN AUTHORISED INDIVIDUAL (usually a uniformed Police Officer).**

To do so is illegal and a prosecution may ensue. If an incident should occur while Road Crew are attempting to illegally control traffic the individuals involved may be deemed to be contributing to the causes of the incident and prosecuted to the full extent of the law.

As a RC or indeed any road user, you must know the Highway Code and the related Road Traffic regulation. These regulations will have a direct bearing upon some elements of your ride plan. For example, it is illegal to stop or drop off a marker on a motorway or clearway. If you need to use Motorways or Clearways and exit from them, you will need to devise an alternative to the drop off system of route marking.

One way is to make a major point of naming the motorway exit you intend to take. "We will be leaving the MI at junction 28. There will be no drop off for legal reasons so you need to remember to exit the MI at junction 28 so that's junction 28 OFF the MI all got that?" Despite your best efforts many will forget so have a backup.

Try to place known riders every six to ten bikes and make sure they know to take the correct exit. They can then slow and bunch up the six to ten riders behind them to take the exit together. Belt and braces but it is the best way, always belt and braces.

There are two fundamentals to planning an event, good administration and a good route choice.

## 7.1 Administration

The administration of the ride will ensure you have all the building blocks in place to enable the Reece's and final ride to be concluded in a safe and enjoyable manner.

Your administration should cover the full process of Ride Planning from inception (when you first need to plan a ride) to the moment you ride out at the front of your group of riders. Once you are on your bike at the head of the ride the quality of your admin will become evident. You cannot change much when you are on the road.

## 7.2 Planning Information

Date(s) of Event. When selecting your dates try to find out if there are any large events on the date(s) you intend to hold your ride.

Riders should be requested to arrive at the event / ride out start a minimum of 30 minutes before the departure time for the briefing and instructions.

Name of Event: Give your event a catchy title which will make it attractive to members to attend.

Destination: Pick a Destination which is interesting and can cater for the numbers you may be expecting to attend the event.

- a. Route/Itinerary (Start, Stops and Finish)
- b. Find a suitable assembly point for meeting and briefing
- c. Set a time to meet and a leave time i.e. 1000 hrs for a 1030hrs departure
- d. Find a local petrol station for people who turn up with low tanks of fuel
- e. Plan the Route. Your first Route Plan is best decided from a map or mapping software on a computer. For those using mapping software Google Earth can often show an excellent view of 'difficult' junctions
- f. Keep a note of the approximate mileage between stops and fuel stops etc.
- g. Build in fuel stops at each 80 mile legs of the route
- h. Build in Refreshment and Toilet stops (Breakfast, Lunch and Tea etc.)
- i. Contact key hosts of where you intend to stop.

It never hurts to prepare a photocopied Route Brief for key members of the ride. This may include a route map and road crew mobile numbers etc.

## 7.3 Road Crew

The selection of rides and ride officials must be made in plenty of time. This is common in most Chapters and is often agreed at meetings of Chapter Officers and/or RC's. Give some thought to any other Crew you may need. Some Crew can be conscripted on the day but the appointment of a Sweeper and Tail End is vital from the beginning.

## 7.4 Reece

Now you have your provisional route it is time to get the bike out and ride the route with your Road Crew if possible. Reece's may also not be possible if the route is 100's of miles long.

Try to leave on the same day of the week and time of day which you will be riding the route on, this will give you the closest environment to the actual conditions on the ride day.

Keep the following points in mind while on the Reece,

- a. Identify where it will be necessary to implement a safe drop off





b. Identify Lay-by's where the group can regroup if necessary

c. Check opening times of fuel stops which should be every 80 miles

d. Identify potential hazards such as poor road surfaces, road works, etc.

e. Call in at you planned stops and meet with the owners.

If the route is available on Sat Nav (.gpx) file then distribute it to the Road Crew.

Submit your ride plan to the HRC at least 2 weeks prior to the ride out. Forms can be found on the chapter web site under the crew section

### 7.5 Communication

If no one knows of your ride all your immaculate planning will be vain. Consult with your colleagues to promote your ride and give the following information as a minimum.

Road Crew, Start Time, Start Location, Destination and Finish Location.

Ask the Chapter Editor to publish your ride details in Pondlife (Check cut-off date for submissions) You can put your ride onto the Facebook page as an event, but no earlier than the 30 days before the time. As part of the weekly Chapter update posting/emailing process, information is pulled from the Website calendar, as such, it is imperative that the diary is kept up to date.

Promotion is the key to a well attended ride. If your ride planning is great and your ride's enjoyable word will soon get out for subsequent rides you organise.

## 8. Considerations for Ride Planning

### 8.1 Left hand circuit

Always aim to plan a left-hand circuit, as turns are always easier to negotiate for a group than right turns. Not every turn can be a left turn of course but ideally, they should be a substantial majority. To cross a major road is often quicker, easier and safer than to turn right onto it.

### 8.2 Features which extend the group

You should try to avoid features which will cause the group to be extended. This is not always possible but with good planning you can minimise these features.

Features which extend the group include: numerous traffic lights, heavy traffic, changes to speed limits, major junctions

### 8.3 Fuel Stops

Where a ride exceeds 60 miles and subject to bikes fuel capacity you will usually need to plan a fuel stop for those in the group with smaller fuel tanks (i.e. the 48 has a 10 Litre Tank!!!). If you intend to cover over 80 miles or more make sure they refuel at the fuel stops. When planning fuel stops with a large group you will need to allow for delays in the ride if the pumps are busy. If riders are prepared to double up on refuelling this helps or sometimes for very large groups, the station will allocate a dedicated pump if prearranged. Either way think it through and be prepared.

H.O.G.® recommend stopping every 80 miles or 1.5 hours of riding, whichever comes first for breaks. These can be extended if safe to do so and will be dependent on the makeup of the group, experience and the types of motorcycles making up the group.



### 8.4 Regrouping Points

Ideally, on a well planned and executed ride, it should not be necessary to regroup other than at a coffee, lunch or fuel stop. If, however, a regrouping point is required it should be correctly identified during the Reece. Make sure it is large enough to accommodate the entire group (bear in mind you will not necessarily know how many there will be on the ride).

Also consider how much speed will need to be lost to enter the regroup location. If a rider can only enter at 20 mph having left a major road with a speed limit of 60 or 70 mph the back of the group will be forced to slow to no more than 20 mph and could be up to a mile further back along the road around a blind bend. Motorists approaching at speeds in excess of the posted speed limit will be very likely to cause an incident and while it will likely be their fault it is definitely your problem and not in line with the role of a Road Captain's duty to ensure safety.

Avoid stops on national speed limit roads for that reason. Also consider loose surfaces in little used car parks or lay-bys and other such "normal" hazards. Also consider how long a gap in traffic is required to get all the bikes out of the regrouping point.

### 8.5 Parking at Destination(s)



Consider carefully your chosen method of parking at arrival for a stop or at your destination. The normal advice for a rider is to reverse park backing down into a bay or forward park if the bay is up hill (even slightly on a heavy motorcycle). However, in a large group there are other considerations to take into account. For example, if you have 50 bikes on a ride it will take them up to 30 seconds to reverse park a bike even for an experienced rider. That equates to 25 minutes just to park the bikes!!! It may be better to find a level or slightly uphill parking spaces and forward park. Another alternative is to have an experienced Marshal or Marshals divide the group on arrival

between two or more parking locations or park from both ends of a slot towards the middle. Either way give it some consideration do not just let it happen. On level ground remember front in for speed on arrival, reverse in for ease of departure.

### 8.6 Complex Junctions

Occasionally it is necessary to negotiate complex junctions where the placement of drop offs is problematic. As we have already mentioned it may be prudent, to send a Marshal or Marshals ahead to mark these junctions on foot.

### 8.7 Road Hazards



According to the Police Motorcycle Manual, Road Craft, a hazard is a feature which contains an element of actual or potential danger to a road user (yes you have got it that is everything!). You need to identify significant hazards on your chosen route and make an effective assessment of their potential risk and impact on the most vulnerable person on your ride (the lowest common denominator). Your assessment should include two elements. Significance of the hazard and the likelihood of it causing an incident. A

substantial hazard such as a blind, steep downhill bend on a single lane, derestricted road with high hedges combined with a significant possibility of it causing a problem for the group such as relatively high volume, fast moving traffic flow is to be avoided at all costs. Whereas a minor hazard such as a shallow pot hole with

an insignificant likelihood of it not being seen is an everyday occurrence although it could still cause a problem for a dozy rider on a hard tail chop! You can of course write a formal risk assessment but given that every rider in the group is, deemed at least, to be qualified and competent to ride on the public highway we do not feel it is a necessary task and one which in any case requires some element of formal training. For the purposes of a H.O.G. ® ride, experience and common sense on the part of the ride planner combined with an understanding of the lowest common denominator should suffice.

Some examples of significant hazards are:

1. Substantial surface changes/loose surface
2. Agricultural or Construction activity
3. Roadwork's
4. Slow, high camber turns and bends with varying road widths
5. Narrow bridges and other pinch points
6. Major blind entrances
7. Microclimates and recent climatic abnormalities
8. Steep hills particularly with turns/stops
9. Built up areas

### 8.8 Local events

Clearly impromptu local events will cause a problem for the group, especially as the organisers will have been very unlikely to have allowed for the unexpected appearance of 30 or more motorcyclists.

Try to avoid conflicting with locally organised events or demonstrations unless they are your intended destination. In which case, make sure you advise your hosts in the normal way.

Be sensitive to the other attendees. For example, turning up to a local gymkhana, however welcome you might be by the organiser whose husband is a great Harley fan, you may not find you are quite so welcome by the parents of the other 500 or so horse riding fans. Similarly attending a formal memorial service along with elements of the armed forces in dress uniform can look slightly incongruous when the riders turn up looking a motley crew who may well have spent the night under a nearby bushel. Let common sense prevail.

Other events to be aware of might include Car Boot sales, Village fairs, Sports events, Road racing, cycles, runners, demonstrations etc.

### 8.9 Vulnerable Road Users

Some road users are clearly more vulnerable than others. Children on bicycles are a classic example. Horses on the other hand are often outside the direct experience of many motorcyclists. While it is quite clear that a horse should not be ridden on a public highway unless it and the rider in charge are competent and under control, the ideal world is not always that way.

Generally there are some sensible options you can exercise if you come across horses on your ride:

1. Firstly, if you are in an area known to be "horse country" spread your ride out slightly. That way you can slow in plenty of time and decide the best course of action.
2. On seeing a horse and rider do not slow excessively if you can simply coast past the horse without too much fuss. A horse can be more nervous of a bike "shadowing" it than just passing at a reasonable speed. Whilst this may apply to the first few bikes by the time a third, fourth or fifth bike approaches the horse might understandably have had enough!
3. Although not normally good practice, try pulling your clutch in and coasting past. Just get some way past

before engaging the clutch again!

4. All riders should be very aware of the horse and rider. Bring this out in your briefing. If either appears to be in distress at your approach stop as far away as possible and consider turning your engine off.

**NOTE:** At the end of the day even if a nervous horse may not be your fault it will be your problem and a bigger problem for the group. Deal with it in as positive a way possible for the benefit of the group and all concerned. If you do not handle the situation well it is the rest of the group that will have to suffer the aftermath.



## 9. Day of the Ride Out

In leading a ride, it is clearly the responsibility of the RC to take into account all the expanded points which support the ride briefing. The demeanour and professionalism of the RC will dictate the respect they are shown and ultimately the success or otherwise of the ride and the achievement of the mission statement.

### 9.1 Personal Administration

You will be the busiest person on the day so give yourself plenty of time to get ready and go to the start location.

- You are fully fuelled before arriving for the briefing.
- Your mobile is fully charged.
- You have the vests you need.
- You have your sat nav, radios, and photocopies of routes, telephone numbers and paperwork for your key riders.
- You set a good example of the correct attire for the potential road and weather conditions.
- You have any release forms required. Guest riders and pillion will need to sign a consent/release form. These are available through the crew section on the website.
- Make sure you have the relevant paperwork to hand for anyone who wishes to join the ride as a guest or pillion and that all riders (depending on Chapter procedure) sign in.
- Make sure any officer present greets new riders and ensure they have full tanks and empty bladders, doing this at the briefing will be too late.

If you are going to lay on refreshments delegate someone to take care of that for you as you will already be busy enough.

## 9.2 Safety Briefing

During your briefing prior to the ride, your dedication to the task in hand while having a great time doing it will have a major impact on those present. If you appear happy, competent and professional it sends out great vibes for the ride ahead. If you are flapping and sour faced do not expect much enthusiasm from the group.

Before leaving make sure you hold a briefing separately for new riders and simply cover the main point on the ride brief aid memoire for the main group. It is recommended that the Road Captain, Road crew or the Safety Officer conduct the new rider briefing. Briefings are a safety matter and important. Whilst we are all out for a fun time please ensure that all members treat the individual giving the briefing with the respect that the job deserves irrespective of their Chapter status. The Road Crew should immediately support the briefing RC in the event that any individual takes the briefing a little too lightly.

Before leaving. Make sure you have covered all the bases and informed the riders of the event specifics.

There are no rules, regulations, or politics but we do have some guidelines to ensure we all arrive at our destination with a smile on our faces. We want everyone to enjoy the day but please remember we are all qualified to ride on the road.

A good briefing will always follow a given format. In this way it will be consistent. Below is an aid memoire for use by RC's at the briefing

1. Welcome Riders/ Introduction
2. Introduce Road crew
3. Brief Route/ Stops/ Fuel/ Hazards
4. Second Man Drop Off
5. Buddy System
6. Staggered Riding
7. Motorway Exits
8. No Overtaking
9. Leaving the Group
10. Visitors Sign In

### Read Statement

**YOU ARE DEEMED TO BE IN CONTROL OF AND RESPONSIBLE FOR, YOUR VEHICLE AND YOUR RIDING AT ALL TIMES IRRESPECTIVE OF ANY GUIDANCE OR INSTRUCTION FROM ANY MEMBER OF THE ROAD CREW. YOU MUST AT ALL TIMES RIDE WITHIN THE LAW AND OBEY ROAD TRAFFIC REGULATIONS.**

## 9.3 Starting Out

When all the bikes are ready to depart either at the start of a ride or after a stop it is the responsibility of the Sweeper to give the thumbs up to commence the ride, as they will generally have the best view down the line.

## 9.4 Leaving the Group during the ride.

It may transpire that an individual wishes to leave the ride before the end or even before a scheduled stop. To do this by simply heading off home will bring the rest of the ride back to their house for tea and biscuits.

This is not the ideal outcome for a ride you have spent weeks planning! Therefore, you must cover the procedure during the pre-ride briefing.

The H.O.G.® recommended procedure is for the individual to pull over to the side of the road and wave the group past and wait for the Sweeper. On arrival of the Sweeper the individual should raise his hand to his chin palm down and move his hand from left to right several times indicating that they have finished the ride. The Tail End should stop and confirm there is no other problem and then re-join the ride.

### 9.5 Overtaking



Generally overtaking is not allowed within the group. If an individual wishes a following rider to overtake they should indicate this by a single full extended arm movement at 45 degrees to their body and move once from hip to knee. The responsibility to overtake or not and at an appropriate moment then lies with the following rider.

The group will occasionally overtake other vehicles on the ride. This most commonly happens on long sections of multiple lane highways. The decision to overtake is taken by the RC alone;- The RC may decide to move to an adjacent lane if he can see that it is clear for the whole group when approaching a junction or on ramp. This is to facilitate the entry onto the carriageway of other road users. Similarly, the RC may decide to stay in an adjacent lane following an overtake when approaching a junction or on ramp for the same reason. The RC is exactly that and other Crew should not attempt to pre-guess the RC or dictate group overtakes.

Where an overtake is safe on a single lane carriageway the RC should consider the whole group and decide on the overall merit of an overtake given the route. It is not uncommon (in fact in some European countries it is the norm) for other road users to slow and move over to enable a group of motorcycles to pass. This is much appreciated but nevertheless the same consideration should be given as to any overtake. What will benefit the following group is where a cheery acknowledgement is made of the past vehicle when the RC overtake is completed. An acknowledgement is always valuable; a rebuke is never acceptable (even if warranted). Consider the following riders. Again, this point should be made to all riders in the pre ride briefing.

### 9.6 Vehicle Breakdown

In the unlikely event of a vehicle breakdown the rider will have been advised to pull over to the side of the road and await the Sweeper who will leave the Tail End to investigate. Riders should be advised at the pre ride briefing that the maintenance of their vehicle and its road worthiness is their responsibility. The Chapter cannot provide roadside assistance but the least we can do is stop for a few minutes and offer the use of a mobile phone and leave a number to contact the ride should the member be able to rejoin at a later point.

### 9.7 Lost Procedure



Lost procedure vary according to the prevailing circumstances and individual/s involved. The standard lost procedure is to stop and see if the Sweeper and Tail End arrive. If they arrive they should send a text message to all the other Road Crew to establish the status of the ride.

An additional call to the RC will further establish if the ride has stopped or is continuing, presumably, unaware of the potential lost group. If the Sweeper and Tail End fail to arrive after 15 minutes, the individual or individuals should adopt the same procedure. After a further 20 minutes they should then proceed to the destination or abandon the ride. If the Sweeper and Tail

End arrive they should know if the ride is on the correct route and can send their Tail End to try and relocate the rest of the group. If the rest of the group cannot be located with 30 minutes the Sweeper should take



the lead for remaining group, the Tail End will become the new Sweeper and, if the sub group is large, allocate a new Tail End.

### 9.8 Other Vehicles in the Group

This should not present a problem unless the other vehicle is another Harley. In this case the rider behind the alien bike should ensure he follows the bike in front of the alien bike. The rider in front of the alien bike must ensure he has got two bikes in his mirror when using the buddy system. If multiple Marshals are available, then he will ride behind the alien bike and should it leave the group the Marshal should then mark the departure point and indicate to the group the correct direction to travel.

### 9.9 Trike's

Trikes are not to be treated any differently to other motorcycles within the group. The ride lead should be aware when the trike is coming up for a drop-off. If the next drop off is unsuitable for a trike to be dropped off, you can make use of a lay by or other suitable drop off area that can be safely used to drop the trike off so that the drop off

system is not affected.

### 9.10 Signals

Outside the signals discussed in this document, those of "please pass if you feel it is safe to do so", "I am about to indicate a drop off position" and "I would like you to mark the next turn by stopping at this location if you feel it is safe to do so" H.O.G.® UK and Ireland do not recommend the use of any other hand or arm signals outside signals contained within the Highway Code at this time.

### 9.11 Debriefing

After the ride try to gauge the response and look for what could have been better. That way you can build in more ideas for your next ride. Find someone with enthusiasm and good writing skills to write up an article for the newsletter, and try to find a picture taker too.

## 10. Crisis Management

### 10.1 Minor Incident or First on Scene at a Road Traffic Incident

Minor: In the event of a minor incident such as a breakdown or convenience stop, the ride should continue, passing the motorcycle which has a problem. The Tail End can then assess the situation on arrival and offer the use of a mobile phone if available.

The Tail End must stop to assess the situation and rejoin the group as soon as possible and brief the Ride Leader and Sweeper at the earliest opportunity.

### 10.2 Major Incident or First on Scene at a Road Traffic Incident

Major: Get assistance. Arrange or make a 999 (112 in Europe) call for the attendance of fire, police or ambulance crews. If you make the call on a mobile, stay on the line.

In the event of a major incident the law requires those involved and any witness stay on scene until released by the Police. In addition to this it may be advisable for at least two Road Crew to remain at the scene to assist the police if required.



A written incident report must be fully completed at the earliest opportunity by the RC, Sweeper and Tail End and submitted to the Chapter HRC within 48 hours who will submit the report within 5 days thereafter to H.O.G. ®.

There are a number of First Bike on Scene courses available. Some better than others. It is not the function of this document to deal with this detailed subject however a few pointers may be useful.

The priority for anyone "First On Scene" but not directly involved is safety, even before first aid. The first Road Crew to arrive at the scene of a Road Traffic Accident (RTA) may adopt the role of First On Scene if they feel qualified and able to assist until the arrival of the emergency services, at which point they must act as directed. The rest of the ride should not become involved unless they have specialist skills (Serving Police Officer, Paramedic or Doctor etc. and even then only at their own discretion). They MUST inform the Crew of their current specialist skills, ideally at the pre-ride briefing. There are a number of Crew that hold FBOS training and certification.

Before anything else, the First On Scene but not involved, individual should ensure the safety of anyone not involved in the incident **INCLUDING THEMSELVES** (you will not be much help if you get hit by a car!). This can often be best achieved by warning approaching traffic of the incident. Depending on the circumstances this is one instance where civilians may attempt to direct traffic, however, this is not as easy as it appears and unless you feel confident you should not undertake this specialist role and warning traffic of the incident should suffice. Once the traffic danger is stabilised then ensure the emergency services have been advised and on their way.

Then look to reassure the individuals involved in the incident and ensure nothing and no one is moved unless in immediate, obvious and impending danger. Only then should consideration be given to first aid and even then only by currently qualified individuals.

Assist with aftermath - Make a note of the scene, (take photos if possible) witnesses, casualties, hospital, bike recovery arrangements. The police will often arrange for a damaged motorcycle to be removed, if not then contact H.O.G. ® Assist or the local Harley Davidson ® dealership for help.

In all cases, those not involved directly should be directed to continue with the ride or proceed to the nearest rally point, which may be a fuel station, lay by, etc.