
ROAD GUARD MANUAL

**BIGGS CHAPTER
NORTH SAN DIEGO COUNTY**

Harley Owners Group

November 9, 2018



FOREWORD

This Road Guard Manual is based on the original Road Guard Handbook and its updates. It represents the knowledge gained over the years since the original road guards were founded and the Handbook was written.

This is a living document that will evolve as needed without notice.

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1. PURPOSE

This is a reference and control document containing the policies, procedures, and standards of the road guard program. As such it is the governing instrument for the operation of the road guard program, its officers, and members. It is the basis for the training of road guard candidates and the recurrent training of road guards.

2. DEFINITIONS

a. Assistant Road Captain and Assistant Safety Officer.

The assistant road captain and assistant safety officer are secondary officers who assist their respective officers.

b. Chapter, Biggs Chapter, The Chapter.

Biggs Chapter, North San Diego County Harley Owners Group.

c. Motorcycle.

Includes motorcycles, trikes, motorcycles with sidecars and motorcycles with trailers.

d. Passenger.

An occupant of the motorcycle other than the operator.

e. Rider.

The operator of the motorcycle.

f. Road Captain.

The road captain is a road guard who manages the road guard program.

g. Road Guard.

Road guards are chapter members who have chosen to serve the chapter by planning and conducting or assisting with the planning and conducting of chapter rides. To this end, road guards have met eligibility and training requirements described elsewhere in this Manual. Most importantly, they have continued to demonstrate a commitment to service, self-improvement, and exemplary conduct.

h. Road Guard at Large.

The road guard at large is the road guards' representative on the Road Guard Panel.

i. Road Guard Emeritus.

A road guard emeritus is an otherwise active road guard who, after years of faithful and honorable service, has retired from actively conducting rides, but continues to serve the chapter as a road guard in other select capacities.

j. Road Guard in Training.

A road guard in training (RGIT) is a chapter member who is in the process of training to become a road guard.

k. Road Guard Panel.

The Road Guard Panel is the body that provides oversight and direction to the road guard program. Membership and specific duties are described elsewhere in this Manual.

l. Road Guard Positions.***I. Ride (Group) Leader:***

The ride leader is a road guard who rides at the front of the group, normally in the left position when in stagger position. The ride leader is in charge of the group.

II. Mid-Pack:

Mid-Pack is a road guard who rides in the middle of large groups and assists where needed.

III. Sweep, Co-sweep:

Sweep is a road guard who rides at the back of the group.

m. Road Guard Scribe.

The scribe records the significant items and decisions occurring during road guard meetings and road guard Panel meetings and performs other services to support the road captain.

n. Safety Officer.

The safety officer is a road guard who leads the chapter's safety-related efforts.

3. RESPONSIBILITIES**a. Road Guard, Road Guard in Training, and Road Guard Emeritus**

Responsibilities include:

- i. Demonstrate a commitment to service, self-improvement, and exemplary conduct.
- ii. Assist the sponsoring dealer and chapter director in upholding the "Annual Charter for H.O.G. Chapters."
- iii. Administering and managing the road guard program.
- iv. Assist in planning routes for chapter rides.
- v. Assist in obtaining signed release forms for chapter rides.
- vi. Assist with the conduct of chapter rides (road guard emeritus excluded.).

b. Road Captain

Responsibilities include:

- i. Administering and managing the road guard program.

- ii. Recruiting and training new road guards.
- iii. Ensuring road guards are available to support chapter rides.
- iv. Scheduling and conducting Road Guard Panel meetings as necessary.
- v. Serving on the Road Guard Panel.
- vi. Reviewing and approving ride routes for safety.
- vii. Prepare for and conduct the road guard pre-ride brief.

c. Safety Officer

Responsibilities include:

- i. Promoting safety in the chapter through the use of tools including, but not limited to, articles in the chapter newsletter, presentations at chapter meetings, etc.
- ii. Conducting monthly formation riding classes (Formation 101). Conduct Formation 201 classes as scheduled.
- iii. Supporting the road guard program as a safety information resource.
- iv. Developing safe riding policies, procedures, and standards.
- v. Conducting, coordinating, and assisting others in safety training.
- vi. Serving on the Road Guard Panel.
- vii. Reviewing and approving ride routes for safety in the absence of the road captain.

d. Road Guard at Large.

The road guard at large is responsible for representing the point of view of all the road guards to the road guard Panel. The road guard at large is a voting member of the Road Guard Panel. While the road guard at large is responsible to bring issues, ideas and concerns from the road guards to the Panel, this position must also bring an open mind and vote independently after weighing all factors. This position may not vote at chapter officer meetings unless serving additionally as a voting chapter officer.

e. Assistant Road Captain.

The assistant road captain will perform various duties as assigned by the road captain. This position does not actively participate in, nor vote in, Road Guard Panel meetings, even in the absence of the road captain.

f. Assistant Safety Officer.

The assistant safety officer will perform various duties as assigned by the safety officer. This position does not actively participate in, nor vote in, Road Guard Panel meetings, even in the absence of the safety officer.

g. Road Guard Scribe.

The road guard scribe attends all road guard meetings and Road Guard Panel meetings. The scribe records, distributes, and maintains all minutes of above meetings. Additionally, the scribe maintains copies of all road guard manuals.

4. ROAD GUARD OFFICER ELECTION AND SECONDARY OFFICER APPOINTMENT PROCEDURES.

The road captain, safety officer, and road guard at large are nominated and elected in accordance with the chapter's "Officer Election and Appointment Procedures" available on the chapter's website.

The assistant road captain, assistant safety officer, and scribe are selected and appointed by their respective officers, with approval of the chapter's director. The assistant road captain and assistant safety officers must be active road guards. The scribe must be a current chapter member but need not be a road guard.

5. ROAD GUARD PANEL

a. Road Guard Panel Purpose.

The Road Guard Panel acts as the governing panel for:

- i. Group riding policies, procedures, and standards.
- ii. The organization and the conduct of the road guard program.

b. Panel Membership.

The voting members of the Panel are:

- i. Road captain. (Chair)
- ii. Safety officer.
- iii. A minimum of one road guard at large.
- iv. Chapter director.
- v. The next highest-ranking primary officer who is a road guard, or
- vi. A second road guard at large if none of the remaining primary officers are a road guard.

c. Road Guard Panel Meeting.

- i. Any Panel member may call a meeting of the Road Guard Panel by contacting the road captain and requesting a meeting. The reason for the meeting must be included in the request. The road captain should make every effort to schedule a meeting date and time acceptable to all Panel members that is within two weeks of the request. If the Panel meeting cannot be held within two weeks, the earliest date acceptable to all panel members should be set. The road captain will notify all Panel members of the time, place and agenda of each meeting.
- ii. Any Panel member may add agenda items before or during a Panel meeting.
- iii. The road captain will conduct the Panel meeting.
- iv. Panel meeting minutes will only include decisions of the Panel.
- v. Panel minutes will be reviewed and tentatively approved by the road captain. The road captain will then distribute the draft minutes to the road guard panel and dealer liaison within one week of the Panel meeting. The minutes will be considered finally approved once all Panel members and the dealer liaison

agree, or no later than one week after distribution if no objections are made to the road captain.

d. Road Guard Panel Duties

The Road Guard Panel is responsible for:

- i. Maintaining the content of the Road Guard Manual, Group Riding Manual, and Road Guard Training Manual and ensuring they are revised to include current practices and standards to meet the needs of the road guards and the chapter.
- ii. Reviewing the status of road guards in training and determining when all criteria for road guard status have been met.
- iii. Reviewing and evaluating the performance and conduct of any road guard, or road guard in training, for fitness to continue in their duties. If found unfit, the road captain will notify the individual of their loss of status on behalf of the Panel.
- iv. Reviewing and evaluating the performance and conduct of any rider for fitness to participate in chapter rides. If found unfit, the road captain, on behalf of the Panel, will notify the individual that they will not be allowed to participate in chapter rides.

6. ROAD GUARD DOCUMENTATION

a. Road Guard Manual

The Road Guard Manual documents the policies, procedures, and standards for the chapter road guard program.

b. Group Riding Manual

The Group Riding Manual documents the policies, procedures, practices, and standards used on chapter group rides.

c. Road Guard Training Manual

The Road Guard Training Manual defines the requirements, processes, and methods for training road guards in training to become road guards.

d. Manual Maintenance

The road captain will take a lead role in the administration, maintenance, update and revision of the Road Guard Manual, Group Riding Manual and Road Guard Training Manual. The road captain and road guard scribe will work closely on ensuring the integrity of the manuals' content, format, security, and backup of these documents.

e. Change Process

- i. The road captain will ensure change requests are processed and approved changes are incorporated in the manuals.

- ii. Any chapter member may request a change to any of the above manuals. However, if the requester is not a road guard, the requestor must convince a road guard of the need for the change. If the road guard is convinced of the need for the change, the road guard will forward the change to the road captain. All change requests must include:
 - a) Document Name.
 - b) Section name and number to be changed.
 - c) Reason for the change.
 - d) Proposed wording.
- iii. Upon receipt of a change request, the road captain will present the change request for discussion at the next road guard meeting. Depending upon the timing of the request, the road captain may call for a special road guard meeting to expedite the change request. Following the road guard meeting, the road captain will convene a Panel meeting in the usual manner to address the request. The Panel may approve, modify, or disapprove the requested change. Alternatively, the Panel may table the request for future discussion by the road guards at a road guard meeting prior to the Panel making a decision if the Panel feels that is the best course of action.
- iv. The road captain will inform the requesting road guard of the status of the request no less frequently than at each road guard meeting until the request is finally resolved. If the road guard requested the change on behalf of a general member, the road guard will inform the general member of the status of the request at or near the time of each chapter meeting until the request is finally resolved.

f. Source Masters

The scribe will maintain final, smooth, dated electronic copies of the above manuals and provide current electronic copies to the road captain and the chapter secretary.

7. ROAD GUARD IN TRAINING QUALIFICATION, APPLICATION, TRAINING, AND EVALUATION

The sole pathway to becoming a road guard is to apply for and successfully complete the Road Guard in Training (RGIT) training.

a. Qualification Requirements to Become a Road Guard in Training (RGIT)

Candidates for road guard in training must:

- i. Be a member in good standing of both the chapter and National H.O.G.
- ii. Have submitted a current written application to the road captain.
- iii. Have ridden with the chapter for a minimum of at least the previous 12 months by the start of the first RGIT class. This requirement can be waived by the road captain.
- iv. Have attended at least one Formation 101 within the previous 12 months.
- v. Have participated in a minimum of 24 chapter rides, including a minimum of 4 Get Acquainted Rides to ensure a good mix of chapter riding experience.

b. Requests for RGIT Applications

Periodically the road captain will evaluate the need for new road guards based upon the existing road guard corps, any foreseen road guard losses, and the needs of the chapter. Depending upon this evaluation, the road captain may establish a schedule of road guard training and solicit applications from general members to participate in the training. Applications will be available from the road captain or from the chapter website. The Panel will review applicants and determine acceptance.

c. RGIT Training.

Applicants who are accepted for training will be known as road guards in training (RGITs). While in the RGIT program, RGITs will wear green ropes in the same manner that road guards wear orange ropes. The road captain will conduct RGIT training in accordance with the Road Guard Training Manual.

d. RGIT Final Evaluation.

- i. Upon completion of all of the RGIT training components, or remedial training components as appropriate, required by the Road Guard Training Manual, the road captain will brief the Panel on the performance of each RGIT. The Panel will assess each RGIT and determine whether the individual RGIT passes, fails, or needs remedial training. The road captain will inform each RGIT of pass/fail/remedial training status as soon as practical, if not immediately.
- ii. RGITs who pass will immediately gain the status of road guard.
- iii. RGITs who fail will immediately lose status as RGIT and revert to general member. As such, any general member, regardless of previous road guard status, wishing to become a road guard must apply for and successfully complete RGIT training from scratch by first completing an application as described earlier in this manual.
- iv. RGITs who are determined by the Panel to require remedial training may either resign RGIT status or elect to participate in a remedial training program as described in the Road Guard Training Manual. Upon completion of the remedial training, the Panel will make a final pass/fail determination per the above two paragraphs.

THERE ARE NO OTHER PATHWAYS TO BECOMING A ROAD GUARD.

8. RETAINING ROAD GUARD STATUS

a. Panel Review

The Road Guard Panel will review the participation and performance of ALL road guards, to include those on a leave of absence and those serving as road guard emeritus, during the fourth calendar quarter. In the case of a road guard whose performance warrants action, the Panel will determine the course of action and implement such action before the end of the current year. The course of action may include continued observation, oral or written counseling, a remedial program, or removal from the program.

b. Continuing Requirements.

The requirements to retain road guard status are below. If a road guard attains active road guard status during the current year, the road captain may waive or reduce these requirements appropriately.

- i. Maintain membership in Biggs Chapter and National H.O.G.
- ii. Continue to demonstrate a commitment to service, self-improvement, and exemplary conduct.
- iii. Attend at least half of the scheduled road guard meetings during the current calendar year.
- iv. Attend at least one of each of the following during the current calendar year:
 - a) Road guard or RGIT training classes.
 - b) Formation 101 Class or Formation 201 Class.
 - c) Any other road guard sponsored programs such as supporting a local marathon.
- v. Participate in at least one Road Guard Practice Ride during the current calendar year. Item may be waived by road captain.
- vi. Participate in at least one RGIT Training Ride or Evaluation Ride during the current calendar year. Item may be waived by road captain.
- vii. Serve in a primary ride position (Ride Leader, Mid-Pack or Sweep) on at least twelve rides during the current calendar year including at least four times in each primary ride position. Unless specifically waived by the road captain, rides of less than 25 miles will not count toward meeting this requirement.
- viii. Give at least three pre-ride briefs during the current calendar year.
- ix. Satisfactorily complete a written knowledge test covering the contents of the Group Riding Manual, Road Guard Manual, and Road Guard Training Manual as scheduled by the road captain. The test will be given to all road guards on or near the one-year anniversary of the publication date of this manual, and every two years thereafter. The road captain will prepare and administer the test. The Panel will review results as part of the 4th quarter performance reviews. RGITs take a similar test as part of their training, and therefore are exempt from any further written knowledge test during the same calendar year.
- x. Demonstrate skill, judgment and knowledge required of a road guard during the current calendar year as determined by the road guard Panel.
- xi. Routinely wear our orange rope, on the left shoulder, while serving in a primary or secondary working position.
- xii. Keep the road captain apprised of current email address and cell phone number. While the road captain will normally make this contact information available within the road guard community, individual road guards may request that their information remain confidential and not be further shared with other road guards. All road guards are encouraged to retain current road guard contact information in hard copy or electronic form.

9. REMEDIAL TRAINING

When a road guard or RGIT's performance is deemed by the Panel to warrant remedial training, the road captain will present to the road guard or RGIT a written notice of deficiency citing the specific performance deficiency or deficiencies. The notice will include an offer of remedial training to be conducted per the Road Guard Training Manual. If the road guard or RGIT accepts remedial training, the trainee will retain road guard or RGIT status while the

training is conducted. Upon completion of the remedial training, or in the event the training is declined, the Panel will make a final determination as to the road guard or RGIT's status. In any event, remedial training may not be used to supplant any other training or qualification requirements. Road guards or RGITs may only be changed to a status to which they are otherwise fully qualified.

10. LOSS OF ROAD GUARD STATUS

A road guard may lose road guard status for a variety of reasons, including:

- i. Failure to maintain membership in Biggs Chapter and National H.O.G.
- ii. Failure to demonstrate a commitment to service, self-improvement, and exemplary conduct, as determined by the Panel.
- iii. Failure to perform to the minimum standards described elsewhere in this manual, as determined by the Panel.
- iv. Conveying a resignation to the road captain either orally or in writing. Upon receipt of such resignation, or upon receipt of what the road captain believes to be a resignation, the road captain will send an email to the road guard advising the road guard of such receipt and affording the road guard the opportunity to respond. The road guard may deny that the original conveyance was in fact a resignation or may retract the resignation. If the road captain does not receive such a response from the road guard within 5 days of the road captain's email, the road guard's original conveyance will be considered a valid resignation and will become effective immediately without further correspondence.
- v. Failure to request an Evaluation Ride prior to expiration of a leave of absence.

Any road guard who loses road guard status, for whatever reason, will immediately revert to general member. As such, any general member, regardless of previous road guard status, wishing to become a road guard must apply for and successfully complete RGIT training from scratch by first completing an application as described earlier in this manual.

11. LEAVE OF ABSENCE

- i. A road guard may request of the road captain a leave of absence of up to 12 months. If the leave of absence is granted, the road guard may regain active road guard status by satisfactorily completing an Evaluation Ride and written knowledge test, providing that the road guard requests the Evaluation Ride and test prior to the expiration of the leave of absence. A road guard may not request more than two Evaluation Rides and two knowledge tests per leave of absence. If the leave of absence expiration date passes without a pending Evaluation Ride and knowledge test request, or if the road guard fails a final Evaluation Ride or knowledge test, the leave of absence will be automatically vacated, and the road guard will lose road guard status and revert to general member. As such, any general member, regardless of previous road guard status, wishing to become a road guard must apply for and successfully complete RGIT training from scratch by first completing an application as described earlier in this manual.
- ii. A road guard on a leave of absence is still a road guard, but in an inactive status. As all road guards, a road guard on a leave of absence must

maintain membership in Biggs Chapter and National H.O.G. and must display exemplary conduct.

- iii. Road guards on leave of absence:
 1. may attend road guard meetings.
 2. are not subject to any of the performance requirements of active road guards. Specifically, road guards on leave of absence are not required to perform any ride working positions, present any ride briefs, attend any meetings or classes, or participate in any knowledge tests.
 3. may not serve as a road guard officer.
 4. may not vote for road guard officers.
 5. Need not participate in any written knowledge test while on a leave of absence unless as part of an application to change status to active road guard or road guard emeritus.
 6. will wear road guard shoulder rope in the same manner as active road guards.
 7. may work rides only in the event active road guards are not available to cover all positions, as may any chapter member.
 8. may assist with ancillary duties such as teaching F-101, collecting waivers, presenting pre-ride briefs, etc.

12. ROAD GUARD EMERITUS

a. Becoming a road guard emeritus.

A road guard may request of the road captain to be changed to the special status of road guard emeritus. A candidate to become a road guard emeritus must have served as a road guard faithfully and honorably for an aggregate of five years and be in an active or leave of absence status at the time of application. The road captain will present emeritus applications to the Panel, which will approve or disapprove the application. Depending upon the timing of the application with respect to the applicant's cycle of taking the written knowledge test, the Panel may require that the applicant take the test as part of the application.

b. Responsibilities and Duties.

Road guards emeritus:

1. must fully comply with all membership and conduct standards required of all road guards.
2. must satisfy all continuing requirements of road guards, with the specific exception of those tasks directly associated with operating a motorcycle. All other requirements remain in effect.
3. may not serve as one of the three elected road guard officers but may serve as an assistant to one of these officers.
4. may vote for road guard officers.
5. will wear road guard shoulder rope. The shoulder rope shall be orange with one blue strand interwoven.
6. may work rides only in the event active road guards are not available to cover all positions, as may any chapter member.

c. Terminating road guard emeritus status.

Emeritus status is not interchangeable with a leave of absence. A road guard emeritus may not apply for a leave of absence. When either the road guard emeritus or the Panel elect to terminate an emeritus status, the road guard emeritus will revert to general member status. As such, any general member, regardless of previous road guard status, wishing to become a road guard must apply for and successfully complete RGIT training from scratch by first completing an application as described earlier in this manual.

13. ROAD GUARD STANDARDS

a. Compliance with Policies, Procedures, and Standards

Road guards must know the policies, procedures, and standards in the Road Guard Manual, Road Guard Training Manual, and Group Riding Manual and be committed to complying with the policies, procedures, and standards contained therein. The exception being when it is deemed unsafe. This is allowed only for a specific situation and does not allow disregarding policies, procedures, or standards. The road captain may require a road guard to justify any deviation from the Road Guard Manual, Road Guard Training Manual, and Group Riding Manual policies, procedures, and standards.

b. Road Guard Commitment to Improvement

Road guards agree to work toward the improvement of each other as road guards by attention to their riding skills, judgment, and knowledge. This is accomplished in part by providing constructive feedback to each other as appropriate. Road guards agree to accept and give feedback in a constructive manner both personally and as a group, without ego.

c. Leading by Example

Road guards are expected to lead by example. Chapter members and guests judge the behavior and demeanor of road guards. Behavior that does not command respect damages the effectiveness of a road guard and the road guard program.

d. Alcohol and/or Drug Use by Road Guards and Road Guards in Training

- i. Neither road guards nor road guards in training may participate in rides, as road guards or as riders, while under the influence of alcohol and/or drugs which may impair one's ability to operate a motorcycle safely. This is grounds for loss of road guard or road guard in training status.
- ii. National H.O.G. recommends and this chapter and our sponsoring dealership has adopted the policy of no alcohol before or during a riding event.
- iii. Road guards are encouraged to refrain from drinking before they ride even though their subsequent ride is not a chapter ride as it sets a bad example for others. Road guards are always observed and are seen as a standard for behavior.

14. GENERAL ATTRIBUTES OF ROAD GUARDS

The general attributes that all road guards must possess are described below.

a. Service, Self-Improvement, Exemplary Conduct

Road guards must demonstrate a commitment to service, self-improvement, and exemplary conduct.

b. Demeanor

Road guards must be mindful of their position as a representative of the chapter and as an authority during Chapter rides and conduct themselves appropriately.

c. Communication Skills

Road guards must be able to communicate information about a ride including the route, hand signals, group ride procedures, and individual rider requirements.

d. Interpersonal and Group Skills

- i. Road guards must be respectful of all riders under all conditions. Rides are held for the benefit of the participants.
- ii. The authority of a road guard comes from the need for control to ensure order and safety. Instruction, direction, and criticism of riders should be tactful as well as authoritative. A road guard may never take a personal attitude toward a rider. Road guards must always remain friendly and objective when dealing with chapter members.
- iii. One of the most difficult tasks performed by a road guard is the handling of problem or unsafe riders. A technique that is the most positive and least offensive to the rider involved should be used to avoid saying something that may injure their feelings or that could be taken personally.

e. Patience

Road guards should know when to be patient. Many situations will resolve themselves; taking action may be more disruptive. Often action should be delayed until the proper time, again requiring patience.

f. Good Judgment

Road guards should demonstrate good judgment in taking action and making decisions to ensure the safety and order of the group.

g. Route Planning

Road guards should be able to plan routes that meet the requirements of the event chairperson. Considerations may include the types of road, traffic conditions, rider capabilities, and ride length. Routes should be ridden to confirm their safety and appropriateness. All chapter ride routes should be reviewed and approved by the road captain or safety officer.

h. Group Cognizance

Road guards should demonstrate the ability to control the group as a single unit. This means preserving the group's integrity and allowing a minimum of disruption that interferes with the smooth flow of the group. In large groups, the ride leader should consider the last rider; and during maneuvers, the time and space required should be considered.

i. Hazard Awareness

Road guards should be able to recognize hazards posed by:

- i. Road surfaces.
- ii. Traffic.
- iii. Terrain.
- iv. Weather.
- v. Rider behavior.
- vi. Mechanical problems with rider motorcycles.
- vii. Sport bikes rapidly approaching from behind.

j. Motorcycle Control

Road guards must be competent motorcycle operators, with well-developed skills including:

- i. Controlling the motorcycle's path over the ground.
- ii. Controlling the motorcycle's speed.
- iii. Smooth acceleration.
- iv. Smooth shifting.
- v. Appropriate selection of gears in acceleration, deceleration, and in turns.
- vi. Smooth braking.
- vii. Emergency braking.
- viii. Rapid change in direction.
- ix. Maintaining position in a group, including lane position and spacing to other motorcycles.

15.GROUP RIDING PRECEPTS

a. Conduct of A Group Ride

Road captain, road guards, and RGITs will plan and conduct all chapter rides in accordance with the below precepts, personal methods gained through experience, as well as appropriate methods and techniques outlined in Appendix A to this manual.

b. Obeying Traffic Laws.

It is the policy of Biggs Chapter to obey all traffic laws.

c. Alcohol and Drug Policy.

National H.O.G., our dealer, and our chapter all prohibit the use of alcohol by riders and passengers during chapter rides. Also, riders and passengers are prohibited from participating in chapter rides while under the influence of alcohol, even if consumed prior to arriving for the ride. Our Chapter also applies these prohibitions to the use of drugs which may impact one's ability to operate or ride a motorcycle safely. Road guards who observe or detect a violation of the above shall contact the senior road guard present, and together, respectfully inform the offender that they will not be allowed to participate in that ride.

d. Ride Planning

Chapter rides are to be planned for the safety and enjoyment of chapter members. Some rides, such as assisting with the conduct of a marathon, might not be viewed as enjoyable to all chapter members. Nevertheless, the **safety** of our chapter members must always be a key component of our ride planning.

- i. With the exception of Get Acquainted Rides and other special rides, routes are generated by road guards or others in the chapter and submitted to Activities Committee. The Activities Committee chair reviews the routes to ensure they meet the objectives of the ride, event or activity. Upon satisfactory review, Activities Committee chair submits routes to the road captain. Get Acquainted Rides and certain other special rides may be generated by the road captain directly.
- ii. The road captain reviews the routes for safety. Upon satisfactory review, the road captain disseminates routes to road guards, RGITs, and other chapter members who have requested to receive routes. In the event the road captain is unavailable to review, approve, and disseminate routes, this responsibility falls to the safety officer.

e. Road Guard Ride Briefing

The road captain will conduct a road guard brief 15 minutes before the general membership pre-ride briefing. The road captain, or acting road captain will determine the number of groups and road guard positions required. Then, based upon the number of road guards and RGITs present, the road captain or acting road captain will assign road guards and RGITs to the positions.

f. Road Guard Positions

- I. Ride/Group Leader. A ride leader is assigned for each group ride and is in charge of the group. The ride leader rides at the front of the group, normally in the left position when in stagger position. A ride leader is capable of guiding the entire group of riders safely and in an orderly manner.

- II. Mid-Pack. Mid-pack is a road guard who rides in the middle of large groups and assists where needed. A mid-pack is an experienced rider capable of assuming the ride leader and sweep positions during the group ride.
- III. Sweep. Sweep is a road guard who rides at the back of the group. The sweep provides protection from the rear and assistance to any rider who may require help. Sweep is capable of guiding the group if necessary.

g. Ride Group Sizes.

- i. The group size may vary depending on the participating riders, weather conditions, roads to be traveled, known traffic conditions and available road guards. The group needs to be one that is easy to monitor and control based on the above conditions. The road captain will have the final decision on how small or large a group will be.
- ii. In general, the size of ride groups at the Get Acquainted Ride will be smaller than the size of ride groups for other chapter rides. On special occasions, we may conduct rides with all riders present in one group.

h. Route Familiarization

All road guards are expected to familiarize themselves with the route prior to the start of the ride.

i. Adherence to Planned Routes

Road guards assigned to a ride group should follow the approved route. Altering the route is permitted if unexpected events or conditions make it unsafe or imprudent to adhere to the approved route. The road guards should return to the approved route as soon as practical after deviating.

j. General Membership Pre-Ride Briefing

The general membership pre-ride briefing is an integral part of the chapter ride. All ride participants must attend the briefing. A road guard or RGIT conducts the pre-ride briefing for the general membership at the published time for the ride. The standard pre-ride briefing contains the subjects listed in Appendix A to this Manual. Some topics may be omitted on a case-by-case basis. For instance, if all ride participants are known to be experienced Biggs Chapter members, the topics of first time riders and identifying up-front riders may be omitted. However, all briefs must address the topics of alcohol and waivers/membership.

k. Ride Group Departure

When there is more than one ride group, groups will be formed and will depart at an appropriate time interval apart. As a rule of thumb, the interval is 5-10 minutes.

l. Handling Problem Riders

Occasionally a rider will behave in a way that is disruptive or unsafe. In these instances, road guards must evaluate the severity and urgency of the situation and take appropriate action.

- i. Often, simply observing less severe instances will show that the behavior was an isolated case and will resolve itself.

- ii. In more severe instances, a road guard may wait until the next stop and address the behavior with the member. If a second road guard is present, the observing road guard must convince the second road guard of the need to address the incident. Then both road guards approach the member and discuss the behavior tactfully and discretely.
- iii. In extreme cases, a road guard may be forced to pull the group, or part of a group over without waiting for the next stop. The road guard(s) will then address the member as in the above paragraph.

m. Split Groups

Occasionally ride groups will become split, or experience a lost rider.

- i. When the ride leader becomes aware of a split group or lost rider by whatever means, the ride leader will acknowledge the situation by raising the lost rider signal.
- ii. After acknowledging the situation, the ride leader will take appropriate action to allow the split portion of the group, or the lost rider, to rejoin.
- iii. During the above actions, the mid-pack and sweep must maintain heightened group cognizance and redeploy themselves within their groups as needed for the comfort and safety of the members.

n. Rider Pulls Out of Group Unexpectedly

The Sweep will follow any rider who pulls out of the group unexpectedly. The Sweep should not leave the rider until the Sweep fully understands why the rider left the group and determines whether it is appropriate to leave the rider. Examples of such situations are given in Appendix A of this manual.

o. Major Roadside Emergencies

Major emergencies can include a rider becoming seriously ill, a single bike accident, a multi-vehicle accident involving a rider, or coming on the scene of an accident that needs assistance.

Upon encountering a major roadside emergency, the rider leader must take charge and:

- a. Act decisively to avoid putting the group at risk, and avoid allowing the group's presence from compounding the situation. Typically, this will involve moving the group well beyond the emergency scene.
- b. Determine if the emergency scene is such that members of the group might be of assistance, and if those group members can render assistance without putting themselves or the group in danger.
- c. Maintain cognizance over all group members and their assistance efforts. Establish communications with other groups on the ride.
- d. If the emergency directly involves a group member, complete a H.O.G. injury report form and notify a chapter primary officer as soon as possible.

Depending upon the situation, the road captain, or any Panel member, may take charge of the scene and allow the ride leader to tend to the members of the group not involved in the emergency scene.

p. Canceling a Ride.

Conditions may exist that prevent the safe conduct of a ride. The road captain or designee will then cancel the ride via the Ride Line.

16. ROAD GUARD METHODS

- i. Appendix A includes those methods that all road guards are expected to be familiar with. Each road guard may have a personal set of methods that they use. The methods are presented as suggestions and an aid to the road guards.
- ii. The Appendix is not a part of the control document, but it is treated as such for maintenance, physical control, distribution, and security.
- iii. These methods are guidelines.

