



**GUIDELINE: Members riding together in a Formation &
Duties of the Road Captain and Tail Gunner**

27June2023

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- 1) This guideline is provided in order to ensure all members from 10-2 are informed and are knowledgeable of all Safety procedures during any ride. The Road Captain will give the safety briefing, unless they've asked an officer to cover the briefing, and the lay out of the route before departing.
 - 2) The following sequence should be as follows;
 - The road captain will be at the front and on the left of the formation.
 - Next is the Chapter Executive Board (CEB), if they choose to do so. The members of the CEB can ride anywhere within the formation during the ride, but the standard is that the highest officer present will ride up front next to the road captain.
 - Then the CVMA 10-2 members with their family and spouse.
 - Followed by all non-chapter CVMA members.
 - All invited guests will be rear of the formation, in front of trikes and behind chapters bikes.
 - Trikes and bikes with sidecars will travel in a staggered formation after the last motorcycle and before the Tail Gunner so the lead bike has a clear view of the tail gunner. If there's a Trike in the front of the formation for any reason, then all trikes will report to the front. We need to keep the formation in uniform. This will only happen at the discretion of the Ride Captain or Chapter CO/XO.
 - Trikes should stay in the left or right part of the lane, not in the center. This obstructs the view between Lead and Tail.
 - The Tail Gunner will bring up the rear of the formation.
 - 3) Every member is expected to read and be familiar with this guideline. All invited guest should be informed and briefed by the inviting member.
 - 4) An electronic copy of this guideline will be available for reading and/or downloading on the Chapter website.
 - 5) This guideline has been reviewed by the CEB and approved by the Commander.
 - 6) This guideline will be reviewed periodically by the CEB and will be updated as required with the approval of the Commander.

Always Come Prepared to the rally point:

- Be prepared to depart on time with a full gas tank.
- Check your tire pressure according to your manual
- Plan your riding attire appropriately according to the weather forecast.

Pre-ride brief:

The pre-ride brief will discuss safety, the route, rest stops, fuel stops, and hand signals. This will usually be done by the Road Captain/Ride lead, but can be done by a Chapter Officer at their request.

Duties of the Road Captain:

- Do a recon of the objective, to gather information for the best route of the upcoming ride. Have an alternate plan, just in case Murphy's Law kicks in. Look for any obstacles that might interfere with the ride.
- The Road Captains and Tail Gunners **MUST** have a visual line of sight of the formation at all times by using their mirrors and observing surrounding traffic.
- Give a safety briefing prior to departing for any ride.
- Maintain a satisfactory speed for the entire formation to travel safely.
- Explain to new members/guests how we ride in a formation.
- New or inexperienced group riders should buddy up with someone prior to the ride to become familiar with this SOP
- Should provide the name, address, and phone number of the destination.
- Go over group lane change procedures if a rider decides to pull out of the formation.
- Conduct a head count to ensure everyone arrived safely.
- The Road Captain and the Tail Gunner will operate as a team using Communication when available.

Duties for the Tail Gunner:

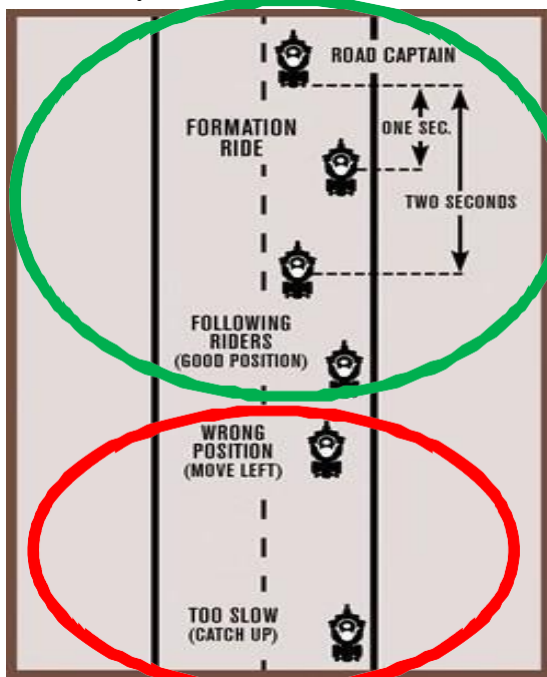
- The Tail Gunner will ride at the rear, unless otherwise directed by the Road Captain.
- The Tail Gunner will ride in the center of the lane (Road Captain can see his lights).
- The Tail Gunner will be responsible for holding a lane open while making lane changes.
- If any member's motorcycle breaks down, the Tail Gunner will stay with the member to provide support and will update the Road Captain or a member of the CEB.
- The Road Captain will notify the Tail Gunner about all lane changes. The Tail Gunner will establish a new lane prior to the formation changing lanes.
- If the Tail Gunner stops to render assistance, the last rider will assume the duties of the Tail Gunner.
- All Road Captains and the Tail Gunner should have a first aid kit and a tool kit.
- The Tail Gunner should keep headlights on bright during the daytime to make it easier for the lead to see.

Riding in formation:

- The lead rider (Road Captain) should be in the front and on the left side of the formation. A staggered riding formation allows a proper space cushion between motorcycles so that each rider has enough time and space to maneuver /react to any hazards. Below is a sample of riding in a staggered formation.
- A single-file formation may be required on a curvy road, under conditions of restricted visibility, poor road surfaces, or other situations where maneuvering room is restricted. Under normal conditions, same side spacing should be a maximum of 2 seconds.
- The Road Captain will establish and maintain a safe speed and everyone behind will be responsible for keeping a close and tight formation behind the lead bike. If anybody can't keep up, they should pull out and drop back to the rear of the formation. Don't forget **SAFETY FIRST.**
- Stay in your lane in the formation, and **DON'T** crisscross in the formation.
- While being in formation if the bike directly ahead of you pulls out give that bike enough room to safely leave the formation. Once the bike has cleared the formation pull up and fill that spot. **DON'T CRISS CROSS, JUST PULL FORWARD, The bike in the opposite row should wave you forward so you know it is clear and you both know what is happening.**

If there's a rider that has plans to break out from the formation before a scheduled stop, the rider needs to inform the Road Captain or Tail Gunner before starting that segment of the ride.

- When riding, the formation should be tight during heavy traffic. Don't let any other vehicles break up or join our formation. If there's a vehicle that wants to exit or change lanes, slow down and give them the go-ahead.
- When stopping at a traffic light or stop sign, all bikes pull up, and directly behind the bike in front of you. When the group is half way through a light and it changes to red, you should stop at the light. The Road Captain will slow the group that made it through the light down until the rest of the group can catch up. If after a few miles the second group has not caught up the Road Captain will make a decision to pull over at a safe place and watch for the second group. Once the second group is in sight the Road Captain and group one will pull back out and continue leading the formation.
- When we stop to get gas, everyone should fill up, regardless how much gas you have left in your tank.



Example of 1 second & 2 second rule.

Staggered formation.

Do's & don't

Lane changing:

- When the Road Captain wants to change lanes, he/she will notify the Tail Gunner by radio (if available) or signal. The Tail Gunner will pull over to the desired lane and block traffic. Once the Tail Gunner has control of the lane, the Road Captain will put on a turn signal and give a hand and arm signal to make the lane change. Nobody should make the lane change until the Tail Gunner has cleared the objective lane.
- When riding in a formation, when turning left or right, the inside bike will be turning sharp close to the curb. Then the outside bike is turning wide. Give the inside bike enough room to turn.
- Always be sure to scan your sector.
- Make sure that your signal lights are working before you start riding.
- When the Road Captain passes back a hand signal (change of direction, hazards on the road, etc.) **EVERYONE** in the formation will pass it back until it gets to the Tail Gunner. This is very important in lane changes as well.

Parking:

Riders should pull up to the left or right of each rider ahead depending on which side we are parking, so that everyone can immediately back into the parking space without waiting. When the group pulls into a parking lot, don't try to be creative. Follow the parking drill with everyone else. Don't ride up behind the next rider, pull alongside, to the left or right and immediately roll your bike back into the parking space.

If you're separated from the group:

Don't panic or do anything foolish. We will have a pre-planned procedure in place to regroup. We have Rally points throughout the ride. If anyone gets lost or separated from the group, go to the last rally point and call the Road Captain or anyone that you know within the chapter.

Arriving to our final destination:

After arriving at the final destination all riders are free to disburse however they choose. If you are unsure how to get back home, ask the Road Captain for directions. After you arrive at home, let everyone know, preferably by posting in WhatsApp chat group.

Inspect your motorcycle:

All riders are responsible for making sure their motorcycles are mechanically up to the task. Everyone should do a weekly inspection on their bike. If your bike is unsafe, you are unsafe and put others at risk. Check for the following items:

- Check the tire air pressure (PSI) and your air shocks.
- Check your turn signals and your head light.
- Check your horn for operation.
- Check all gauges for operation.
- Check all fluids, to ensure they are topped off and you have no leaks.
- Once in a while check the battery for rust and lose connection.
- Carry extra fuses for your bike.
- Carry a small tools kit.
- Check all add on accessories to ensure they are tight and secure. (IE. Flag pole, flags, etc.)

Hazard In Roadway:

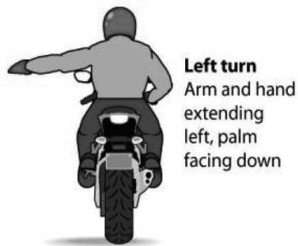
Hazard In Roadway in the road can be grass clippings, loose gravel to actual objects that could cause an accident or a rider to have to take adverse actions to avoid. When a Hazard is noticed the rider noticing the Hazard, they should signal others in the group. Each member will notify the member behind them (see picture on page 7, right hand side second down)

If Hazard is on riders left hand side (clutch side) they will point with left hand or foot indicating hazard in roadway

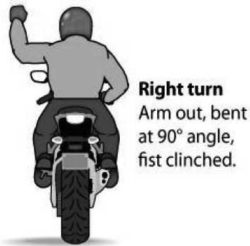
If Hazard is on riders right hand side (throttle side) they will point with right foot indicating hazard in roadway

Hand, and Arm Signals

MOTORCYCLE HAND SIGNALS



Left turn
Arm and hand extending left, palm facing down



Right turn
Arm out, bent at 90° angle, fist clenched.



Stop
Arm extended straight down, palm facing back.



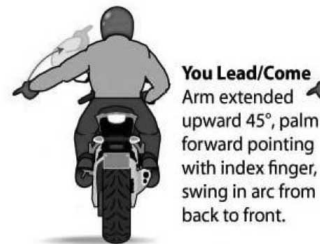
Speed Up
Arm extended straight out, palm facing up, swing upward.



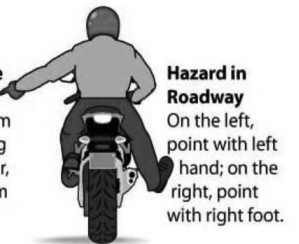
Slow Down
Arm extended straight out, palm facing down, swing down to your side.



Follow Me
Arm extended straight up from shoulder, palm forward.



You Lead/Come
Arm extended upward 45°, palm forward pointing with index finger, swing in arc from back to front.



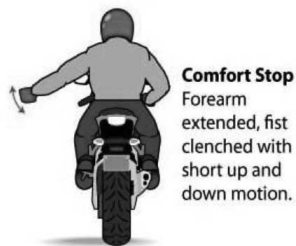
Hazard in Roadway
On the left, point with left hand; on the right, point with right foot.



Single File
Arm and index finger extended straight up.



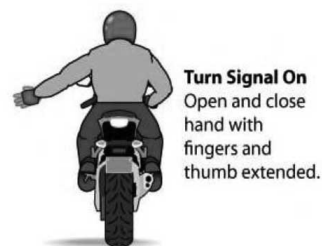
Double File
Arm with index and middle finger extended straight up.



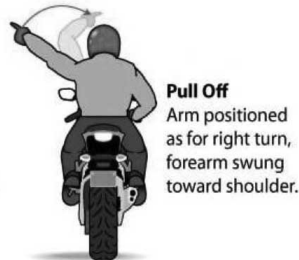
Comfort Stop
Forearm extended, fist clenched with short up and down motion.



Refreshment Stop
Fingers closed, thumb to mouth.



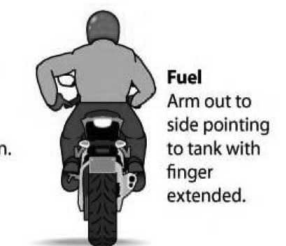
Turn Signal On
Open and close hand with fingers and thumb extended.



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



Cops Ahead
Tap on top of helmet with open palm down.



Fuel
Arm out to side pointing to tank with finger extended.