



Combat Veterans Motorcycle Association
(CVMA) Capital of Texas Chapter 23-7

Road Captain Manual



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Introduction:

CVMA Chapter 23-7 values its Road Captains (RC), and thanks YOU for your interest in joining the ranks. RCs make an important contribution to the success of our Chapter's safe riding program. Becoming a 23-7 RC is all about knowledge, skills and attitudes.

Detailed understanding of the CVMA 23-7 Group Riding and Safety SOP (SOP) is the majority of the knowledge a Road Captain Candidate (RCC) will need to be successful. Without thorough knowledge of the SOP *first*, RCCs will struggle with this Road Captain Manual. *This* document will identify the skills the RC training will develop in the candidate.

The final attribute the RCCs need is an acquired attitude. This acquired attitude comes from the following understanding: When riding alone, a rider is free to hot-dog with little effect on anybody else. The same is nearly as true with one other rider, where each rider occupies a track (opposite sides of one lane, approximating the tracks a car would leave in snow created by left wheels – front and back, and the right wheels – front and back) within a single lane.

When a third rider is included, however, it becomes a whole new ballgame where more than one rider occupies each of the two tracks. *Now* anything any one rider does can *dramatically* affect the other riders. When there are three or more riders, everybody needs to be on the same page – an understanding, or “rules” everyone agrees to follow. Leading a group of riders is an acknowledgment of this understanding and a *responsibility* to look out for fellow riders in the group.

Chapter 1: Responsibilities of a Road Captain

Every RC has certain basic responsibilities. Lead Road Captains (LRC) and Tail Gunners (TG) have responsibilities specific to their duties including pre-ride planning, preparation, and road safety. This section details the responsibilities of all RCs and specific responsibilities of Lead and Tail Gunner RCs.

1. Basic Responsibilities of All Road Captains

- a. Being an effective RC is all about planning. As a RC, you will assist in planning routes for Chapter rides by:
 - 1) Making a PLAN
 - 2) Scouting the PLAN
 - 3) Advertising the PLAN
 - 4) Briefing the PLAN
 - 5) Riding the PLAN
 - 6) Debriefing the PLAN
 - 7) Use the debrief to adjust the next PLAN
- b. Educate Chapter members about group riding techniques (CVMA 23-7 **Group Riding and Safety SOP**).
- c. Inform Chapter members of hand signals used by the Chapter on group rides (Appendix C).
- d. Act as a LRC for organized Chapter rides.
- e. Act as a TG for organized Chapter rides.
- f. Find a replacement if unable to fulfill any ride commitment. Ensure a current listing of all Chapter RCs and their phone numbers is available.
- g. Know (or have a printed copy of) the ride plans even if you are not expected to act as LRC or TG. All RCs are expected to step into the LRC or TG position on all chapter rides, if called upon.

2. Responsibilities of a Lead Road Captain

- a. Prepare and publish a Ride Plan on the Google Calendar for distribution to all riders.
- b. Conduct a Pre-ride Brief for all riders using the **Briefing Checklist** (Appendix B).
- c. Ensure any applicable event release forms, or related, are completed and signed.
- d. Take charge of the group until the destination has been reached.
- e. Plan enough time into your ride schedule to have a proper Pre-ride Brief and time to get to your destination while considering the possibility of traffic and ride delays.
- f. If road conditions or weather dictate, the LRC may alter the ride route or destination.
- g. Separate large groups into smaller groups, if possible. Group size should be kept to 8 to 10 bikes or less including the ride LRCs. The LRC will make any judgment calls needed to place riders in specified groups and/or positions within the group.
- h. Position new riders within the group.
- i. If needed, instruct any riders to ride in a specific position within the group, or to leave the group entirely, for reasons of misconduct, disorderly or unsafe riding, or faulty/unsafe equipment.

- j. Lead the group in a safe manner and execute sound judgment in situations not specifically covered in these guidelines.

3. Responsibilities of a Tail Gunner

- a. Notify the LRC that the group is ready to depart for the ride.
- b. Be observant of any hazardous conditions or conduct, take immediate corrective action as appropriate, and inform the LRC at the earliest safe opportunity.
- c. In the event the group becomes separated either: 1) move to the lead position of the rear group, or 2) remain in the TG position and appoint another RC/rider to take the lead.
- d. Respond to directions from the LRC.
- e. Primary member to stop with any rider who has a problem.

4. Equipment

- a. At a minimum, all RCs should carry or ensure that they have access within the group to a cell phone, the CVMA 23-7 Crash Kit or a well-stocked first aid kit, and a basic tool kit.
- b. Documents – Each RC should have the following:
 - 1) RC contact information
 - 2) Route
 - 3) Emergency phone numbers

Chapter 2: Qualifying as a Road Captain

Becoming a RC is not automatic. New volunteers are accepted as RCC by the Chapter Senior RC, provided they meet a short list of prerequisites. Once an individual has been accepted as a candidate, the Commander, or his designee (the Senior RC), will pair up the candidate with a mentor (experienced RC), who will be responsible for the education and development of a RCC. The candidate must then demonstrate certain skills and abilities to his/her mentor in order to become a fully qualified RC.

1. Prerequisites for All Road Captains

The RCC shall meet the following prerequisites:

- a. Be a member in good standing of National CVMA.
- b. Be a member in good standing of the CVMA Chapter 23-7.
- c. Complete a minimum of three qualification rides as a TG. Upon completion of TG requirement, if choosing to be an RC, must complete three Chapter rides as the LRC and those check rides should include highway and city environments as well as at least one fuel stop.
- d. Have the final approval of the Chapter Executive Board (CEB) by vote once the SRC has presented evidence to the CEB that the RCC has met all requirements satisfactorily. The CEB may require the SRC to continue training an RCC until they are satisfied that the candidate is ready.

Once you have been qualified as a RC, you must ensure that you continue to meet these prerequisite requirements. If you do not, you may be removed from the RC roster.

2. Qualifying as a Tail Gunner

In order to qualify as TG, a RCC must demonstrate the following skills/abilities to his/her assigned mentor. The mentor will notify the SRC and CEB when a RCC has completed this stage. The RCC shall demonstrate the ability to:

- a. Notice unsafe/improper group riding techniques.
- b. Instruct group riders in proper group riding technique during a ride.
- c. Demonstrate thorough knowledge of the CVMA 23-7 Group Riding and Safety SOP.
- d. Address any necessary corrective actions at stops or at the end of the ride.
- e. Issues may include: Following too close, following too far, not correcting a broken stagger, weaving, passing within the lane, showing off in an unsafe manner, etc.
- f. Demonstrate knowledge and proper use of Chapter 23-7 hand signals (Appendix C).
- g. Demonstrate the proper way to secure a lane for a lane change (page 10).

3. Qualifying as a Lead Road Captain

In order to qualify as a LRC, a RCC must demonstrate the following skills/abilities to his/her assigned mentor. The mentor will notify the SRC & CEB when a RCC has completed this stage. The RCC shall demonstrate the ability to:

- a. Prepare and post a **Ride Plan** to the Chapter Google Calendar (Appendix D - **Ride Plan Boilerplate**).
- b. Demonstrate a proper Pre-ride Brief (Appendix B - **Briefing Checklist**).
- c. Negotiate a group through urban and suburban environments.
- d. Demonstrate proper acceleration technique and good speed control.
- e. Execute proper lane changes in urban, suburban, and highway environments.
- f. Demonstrate the canceling of a previous hand signal (Appendix C - **Hand Signals**).
- g. Demonstrate the ability to recognize and adjust the ride to the experience level/riding capabilities of the entire group.
- h. Demonstrate an awareness of environmental changes including weather and road conditions.
- i. Demonstrate the proper way to deploy Stationary Blockers (page 11).
- j. Demonstrate the proper way to accomplish a Rolling Block, or Leader's Rolling Block (page 11).
- k. Demonstrate thorough knowledge of the CVMA 23-7 Group Riding and Safety SOP.
- l. Complete qualification rides preferably with a group of RCs. The RCs will evaluate the RCC and report to the BOD.

4. Mentoring

- a. At the discretion of the CEB, RCCs shall choose, or be assigned, a mentor from the cadre of experienced RCs.
- b. Mentors shall work to educate and train the new volunteer RCCs ensuring that he/she is familiar with the RC Manual and the CVMA Chapter 23-7 Group Riding and Safety SOP.

5. Presentation of Road Captain Patch

- a. After a TGC/RCC meets all the prerequisites of becoming a TG/RC and the CEB determines qualified, every effort will be made to present the TG or RC Patch to the candidate at a regularly scheduled Chapter meeting.
- b. This presentation will indicate to all members present that this individual has met the basic requirements of the position.

Chapter 3: Conducting a Ride

1. Communication

The LRC will ensure the Chapter Google Calendar (through the CPRO) and Whatsapp Business Group is updated with the latest ride information once the Commander/XO has approved the ride plan submitted.

2. Ride Cancellation

The decision to cancel a ride should be made a minimum of two hours prior to the briefing. After making the decision to cancel a ride, the LRC shall notify the Chapter Commander or XO in person, when possible, or by telephone, and post to the Chapter Whatsapp Business Group.

3. Pre-Ride Briefing

At the stated meeting time the LRC or designee will conduct a briefing from the **Briefing Checklist** (Appendix B), and Ride Plan (Appendix D). This should be done as expeditiously as possible. The following talking points shall be covered prior to every ride (these are not in any particular order).

- a. All stated rider spacing intervals are minimums (Staggered Riding – 2 seconds interval between the bike directly in front, 1-second interval between all other bikes).
- b. Stop Signs – double up; proceed through in pairs unless there are road guards posted, in which case all riders proceed through traffic signal regardless of light color.
- c. Stop Lights – stop when light turns red, if safe to do so, regardless of your position in the group unless there are road guards posted, in which case all riders proceed through traffic signal regardless of light color.
- d. If separation occurs, the LRC will slow down and/or find a safe place to pull off and wait for the group to catch up.
- e. TG or other RCs within the group may have to take the lead of a broken group to get them caught up. Make sure all RCs know directions and destination.
- f. Lane Changes – instruct riders: pass signal (hand and/or light) back, do not move, the TG will change position, move sequentially only after the rider in front of you does.
- g. Inform riders that you may cancel any previous signal, with the **Cancel Last Signal** signal, if needed.
- h. Immediate Lane Changes – the LRC may initiate the lane change prior to notifying the TG if the situation requires it. All riders will follow safely without regard to other vehicles ending up within the group.
- i. Remind riders that each is responsible for being familiar with section 9 (Appendix D) of the posted ride plan.
- j. Passing – Each rider shall use his/her own judgment on when it is safe to pass.
- k. Brief that whenever a **Leader** blocks for passing or lane changes, all riders are expected to pass the Leader and ride single file in the **right** track until signaled to resume staggered formation.

- l. Hand Signals – minimally the lesser used signals expected during the ride.
- m. Breakdown/Non-accident Procedure – everyone following incident bike stops. RCs will determine what needs to happen.
- n. Accidents - Preemptively identify who will, if needed, call emergency numbers, handle traffic, stay at scene, take notes, and perform first-aid. The LRC will be the focal point to make decisions and *assign others*.
- o. If there will be a group return, or riders are expected to return on their own.
- p. If equipped, have all riders turn passing lamps (spots) off, except for the TG.
- q. The LRC is the final word for that ride; they are in charge. Any problems or issues should be communicated to him/her as soon as possible.

4. Riding Guidelines

- a. The LRC and TG will communicate via hand signals at a minimum. Use of LRC/TG electronic communications radios/telephone is highly recommended.
- b. In the event of a serious safety issue the TG shall signal the LRC via electronic communications radios/telephone or headlight or hand signals to make an immediate stop to correct the issue.

5. Riding Formations

The Chapter rides in the staggered formation recommended by the Motorcycle Safety Foundation.

- a. Environmental Conditions
Environmental conditions will dictate when the LRC places the group in a single-file formation. All stated spacing intervals are minimums. Environmental considerations may include, but are not limited to:
 - 1) Road width
 - 2) Presence of frequent or tight curves (normally back roads)
 - 3) Road conditions (construction, sand or gravel, potholes, etc.)
 - 4) Vehicles on the side of the road (bicycles, emergency, disabled, etc.)
 - 5) Weather

6. Hand Signals

Hand signals will be used at all times to maneuver the group, change formation, or point out hazards.

- a. Hand signals should be given in a timely manner, but not so early or late that they are meaningless or unnecessary.
- b. The LRC should consider performing hand signal with the right hand and arm when safe to do so. This allows the most following riders to see the hand signals. Typically, Dash 2 is in a poor position to see signals given with the left hand and arm.
- c. The LRC will initiate all hand signals except for pointing out hazards.
- d. Any rider in the group, in any position, upon becoming aware of a hazard, should point out the hazard to all riders that follow. Each subsequent rider repeats the signal.
- e. The TG will perform the hand signal to signal the traffic that follows.

CAUTION

**DO NOT MAINTAIN OR PERFORM ANY HAND SIGNALS IF SAFETY REQUIRES
TWO HANDS ON YOUR HANDLEBARS**

7. Traffic Lane Selection

- a. The group shall stay in a single traffic lane whenever possible. The LRC will pick a lane where the flow of traffic is consistent with the speed of the group.
- b. In an urban environment, the LRC should consider the distance to the next turn on the ride route and the direction of that turn when deciding which lane to utilize.
- c. On limited access roads with more than two travel lanes in each direction, the LRC should avoid using the right lane as a travel lane to avoid merging traffic.
- d. On limited access roads with only two travel lanes in each direction, the group will normally travel in the number two (right) lane unless the LRCs believe the frequency of access ramps would likely cause a disruption to the group from merging traffic.
- e. Lane changes will be kept to a minimum and only used to pass slower traffic or to avoid road hazards.

8. Breakdown/Non-accident Stops

In the event of a breakdown or any other non-accident need to stop, the TG will pull over to the side of the road where safe to do so.

- a. The LRC will find a safe place to pull over the rest of the group.
- b. The TG and/or another RC will assess the situation and assign individuals to help as needed to block oncoming traffic or call for road-side assistance.
- c. The LRC must be contacted to inform him/her of the situation.
- d. Once the situation has been assessed and stabilized, a RC will proceed, or designate another member, to lead the rest of the riders. Those who are not required to stay and help, join up with the LRC's group.
- e. If any injuries occur during an official Chapter ride, notify the Chapter CEB.
- f. When the situation has been resolved and the ride is ready to proceed, ensure that everyone is accounted for and NO ONE is left behind.

9. Accidents - In the event of an accident, a Road Captain will accomplish the following:

- a. **Insure everyone stops in a safe location.**
- b. Assigns, other riders present, to - call and stay on the line with 911, render first aid, control traffic, distribute first aid and traffic control items, and take notes.
- c. Rendering aid to injured persons – If rendering first aid, remember DO NOT MOVE the injured person or remove their helmet unless the injured is in imminent danger. This should only be done by trained emergency response personnel.
- d. Maintain the accident scene. If possible get information from the victim regarding allergies, medications and health conditions. Get names, telephone numbers, and addresses of witnesses.
- e. Notify the Chapter CEB.

10. Ride Debrief

All members are expected to identify any issues to the group. This should be done in a courteous, professional manner in order to maximize the benefit of lessons learned.

- a. After the ride a debrief will be conducted (Appendix B - **Briefing Checklist**).
- b. This should be conducted prior to the group breaking for home, i.e., last fuel stop or rest/break area.
- c. Any significant critique of an *individual* rider should be done in private, beyond hearing of the group. Generally, these private critiques should be conducted by the LRC and/or TG only.

11. After the Ride

The ride officially ends on arrival at the destination unless there is a return ride plan.

- a. Riders may return home at any time and by any route they choose.
- b. If anyone is unsure how to get back home, they should ask an RC for directions.
- c. After arrival at home, riders should let the RC know, preferably by Chapter Whatsapp Group.

Chapter 4: Maneuvers

1. Keeping the Group Together

Occasionally, the group will get separated by a stop light, traffic congestion, etc. In the event the group is separated, you as LRC, should adjust the ride (either by slowing down or stopping at a safe location) until the ride is regrouped. In some circumstances, this may take several miles/minutes. BE PATIENT! Brief riders to pull over at a safe place if they find themselves leading part of the group due to a break and are not sure of the route. Everyone behind this rider and the TG will stop, so the TG can assume, or assign another RC the lead of the broken segment until rejoining the main group.

2. Passing

a. Standard Pass

Pass traffic, as necessary, when there is only one lane in each direction. Brief riders to pass one at a time, SINGLE FILE until past the vehicle. After you have passed, you should lengthen the distance between you and the passed vehicle, for subsequent passing riders to rejoin *between* you and the passed vehicle. Brief riders to resume staggered positions once past the vehicle. Use common sense regarding WHEN it is safe to pass. If LRC passes he should be willing to stay in the passing lane until all riders get around the vehicle. LRC is responsible for all Riders.

b. Leader's Blocking Pass

Occasionally, the vehicle being passed is *not* cooperative, and may accelerate while being passed, eliminating the space, you as LRC, have created for any subsequent bikes to pass. In these cases, the LRC can accomplish a **Leader's Blocking Pass** (if briefed) to prevent this acceleration and the closing up of the space intended for subsequent passing bikes.

- 1) The LRC's Blocking Pass is accomplished when the LRC passes the vehicle and takes the *right track* just in front of the passed vehicle. The LRC does *not pull forward to allow room behind for other riders* as was done with the Standard Pass. Instead, the LRC remains close in front of the vehicle and waves all subsequent riders to pass the vehicle AND the LRC.
- 2) When previously briefed on this type of pass, all other bikes are expected to pass the vehicle AND the LRC. This is done normally, single file, one-at-a-time.
- 3) Rather than resume staggered formation after passing, however, (as with the Standard Pass above) Dash 2 and all following riders should be briefed to *remain single file* and *occupy the right track* in front of the LRC. As with the Standard Pass, each rider is expected to create space behind them for subsequent riders.
- 4) It is important to remember that the LRC positions himself/herself in the *right track* when doing this type of pass. This provides a vacant position in the left track next to the LRC for each subsequent passing rider to occupy temporarily, as they pass, minimizing time in the opposite direction traffic lane.
- 5) When all have passed, the LRC resumes the lead by passing the group using the empty *left track*. When the LRC is back in lead position, he/she signals to resume staggered formation.
- 6) Many RCs prefer this method of passing, rather than trying to regroup after experiencing a vehicle uncooperative with the Standard Pass.

3. Lane Change Guidelines

A lane change refers to maneuvering the group into a new travel lane where the direction of traffic in the new lane is in the same direction of travel of the group.

- a. Lane changes may be performed for a wide variety of reasons including passing slower traffic, maneuvering the group into a lane where the traffic speed is the same as the group wishes to travel, or in preparation for turning onto an intersecting roadway or exiting a freeway.
- b. Lane changes should be kept to a minimum and, whenever possible, should be well thought out in advance to minimize the disruption to the group.
- c. The LRC will initiate lane changes by signaling the TG by hand signal, the motorcycle's turn signal, and/or electronic communications radio/telephone.
- d. Brief riders to hold their positions and pass the signal back.
- e. Upon receipt of the lane change signal, the TG will show the hand signal for following traffic and, when safe to do so, the TG will move into the middle of the new lane.
- f. Brief that the first to move into the new lane, *other than the TG*, is the LRC.
- g. Brief that each rider, in turn *after the rider in front of him or her begins the lane change*, should then follow suit sequentially and maneuver into the new travel lane.
- h. If the lane change is required for either safety reasons (e.g., hazard in the current travel lane) or because the ride route requires (exiting a freeway or a turn onto an intersecting street) and traffic does not permit a lane change in the above-described manner, the LRC may initiate the lane change without waiting for the TG to secure the

lane. All subsequent riders shall then follow into the new travel lane, as individuals, as safe to do so, without regard for automobiles that may end up in the middle of the group. Reassemble the group when safe to do so.

4. Keep the Group Together Using Stationary Blockers

Stationary blocking Road Guards assist in getting the group or entire formation through intersections safely, quickly, and efficiently. Blocking also eases the effect of the passage on traffic in general. It also helps to avert any rider or riders from making risky choices rather than chance being separated from the group.

- a. When approaching an intersection with a group and the intention of assigning Road Guards, the LRC should slow the group significantly and provide the blocking signal(s) as early as possible. This allows the Road Guards time to process the assignment and begin moving to the outside edges of the lane, as can be *safely* accomplished, allowing following riders to pass between blockers unencumbered.
- b. Once Road Guards have positioned themselves, the LRC may have the group resume normal speed.
- c. For the safety of the blocker, blockers should concentrate their entire attention on the traffic they are blocking. For this reason, TGs signal the blockers that the group has passed by sounding their horn, signaling blockers to vacate their block.
- d. Brief those riders that have no desire to block, to position themselves toward the rear of the group. In the event that they later anticipate being called upon, they should signal riders behind them to pass at an appropriate time to take the blocking assignment.

5. Keep the Group Together Using a Rolling Block

Sometimes, in moderate traffic, there is not enough room available in a new lane for you to choose a simple lane change that will fit the entire group.

- a. In these cases, you may elect to assign a Rolling Block by signaling for either Road Guard (rider #3 - left side) or rider #4 (right side) to occupy the adjacent lane as soon as it can be safely accomplished.
- b. This is a 2-part signal - a "block" signal followed by a "wave back" signal. (Appendix C- **Hand Signals**)
- c. Once the assigned Road Guard (blocker) is in the new lane, he/she is expected to begin slowing, thereby slowing all traffic behind him/her. This allows room in front of the blocker for the group to change lanes in front of the blocker.
- d. As with any other kind of blocking, the blocker rejoins the group from the rear by passing the TG when the TG indicates. If 3-wheeled bikes are in the formation, they will move to the right track of the lane when safe to do so, to allow the blocker to pass in the left track and rejoin the main group of 2-wheeled bikes.

6. Keep the Group Together Using a Leader's Rolling Block

Sometimes, in *heavy* traffic, there is not enough room available in a new lane for more than one bike. Neither the simple lane change *nor* a Rolling Block will work.

- a. In these cases, you as LRC, may elect to institute a Leader's Rolling Block. This is done in a manner like the Leader's Blocking Pass discussed in the Passing section of this Chapter.

- b. In this case, you as LRC, move *alone* into the new lane with a "Pass Me" hand signal indicating you are performing a **Leader's Rolling Block**.
- c. Your slowing of traffic in the new lane is done identically as Road Guards do with a standard Rolling Block.
- d. Brief Dash-2 (rider #2) to lead the group into the new lane, simultaneously signaling for the group to assume single-file formation in the RIGHT track.
- e. When all are established in the new lane, use the vacant left track to pass the group and resume the lead position.
- f. Once back in the lead position, signal the group to resume staggered formation.

7. Parking and Pull-out

Parking, and pull-out from parking, are the most visible maneuvers any motorcycle group makes. Accomplishing either smoothly and efficiently are the marks of well-oiled motorcycle organizations and great RCs. Both maneuvers require some forethought and familiarity with the various parking methods - a plan. A good Pre-ride Brief should include briefing pull-out and the parking plan expected. Good RCs often dismount and *direct* parking during stops and at the destination. Parking should always be done with any subsequent pull-out in mind.

a. Pull-Out

- 1) Posting static blockers is a good way to ensure pull-out is accomplished without traffic interruption allowing all riders to stay together.
- 2) Pull-outs should always be led out by the LRC with all other bikes following *in sequence* behind the bike in front, or to the left, of him/her - *not all at once*.
- 3) When parking has resulted in more than one group of parked bikes, the LRC should brief which group follows the LRC's group, and the sequence of each subsequent group. The first bike of each group follows the last bike of the preceding group.

b. Parking

- 1) How a motorcycle group parks is dependent on what space is available at the stop. Generally, that cannot be determined until arrival. Being familiar with each of the parking methods in Appendix A, however, gives the LRC the largest number of options. Commonly, the most options are found in parking further out in the lot where more space is available.
- 2) In every case, the goal is to keep the group together as much as possible. Splitting the group to fill close-in, but scattered individual parking spaces, *always* looks bad and does not provide the security of parking together. It will also complicate later pull-out. If parking does not allow all to park together, make every effort to limit the number of clusters of parked bikes. One cluster is better than two. Two is better than three.
- 3) The method you choose is also dependent on whether the group is making an interim stop along the route or final destination parking. Parking at the final destination requires a method that will allow individual riders to vacate on

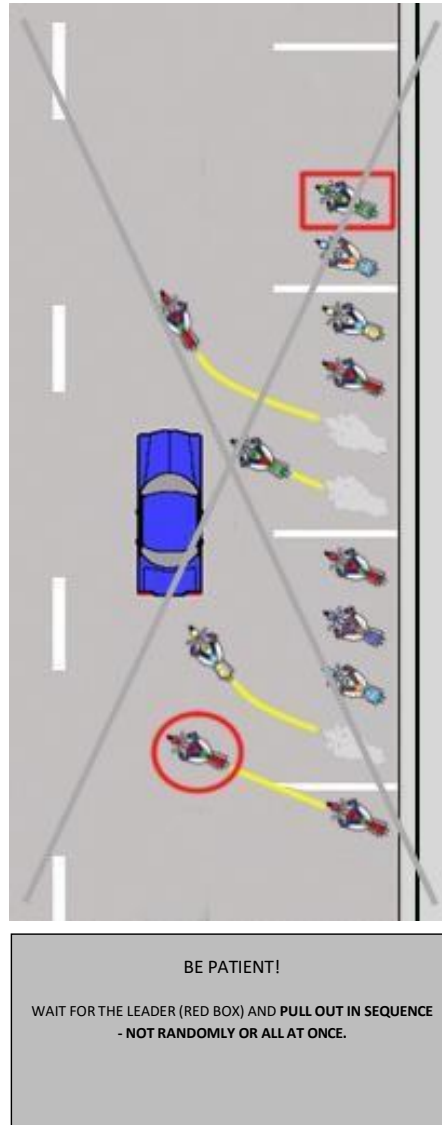
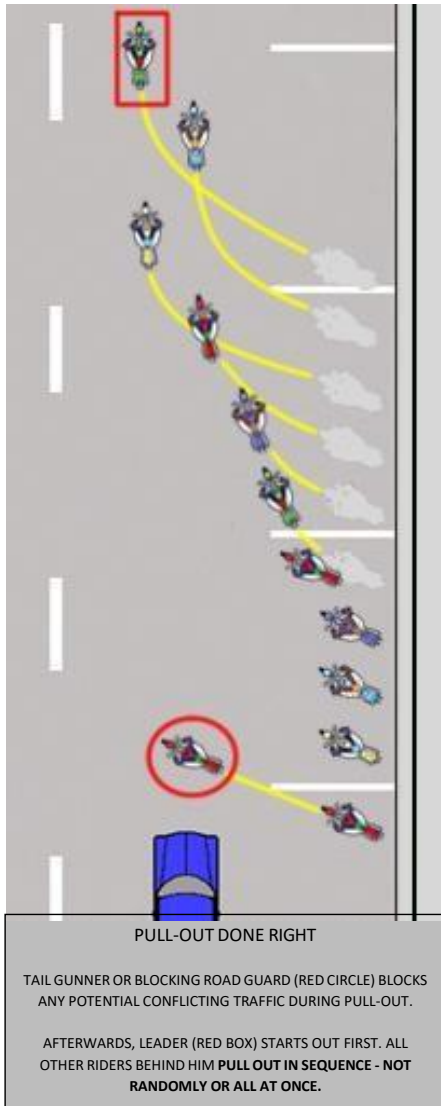
their own schedule without being blocked in by other riders. Parking at an interim stop, however, where all riders will depart at the same time, provides more options, like double stacking in each parking space.

- 4) Methods that allow for parking without having to duck-walk the bikes backwards should be your first choice. Sometimes duck-walking bikes backwards, into a spot, either as you park, or later during pull-out are your only choices. When faced with this problem at the final destination, where individual riders will leave at various times later anyway, avoid the whole group having to duck-walk back into parking at the same time now. One bike pushing back at various times later is always preferable to forcing the entire group to do so at the same time. Never elect any kind of parking that requires pushbacks on slopes, in gravel, sand, dirt, or any other loose surface.

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Appendix A: Maneuver Diagrams

Pull-Out



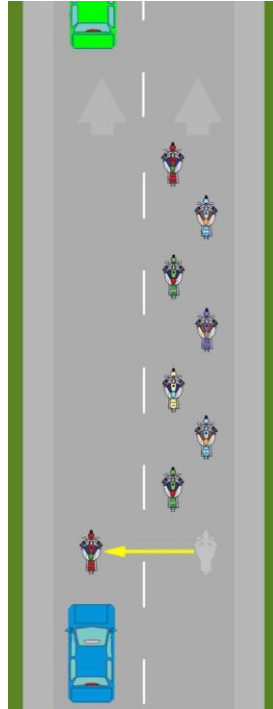
Appendix A: Maneuver Diagrams

Standard Passing and Lane Change



STANDARD **PASSING** ON A ROAD WITH ONLY ONE LANE IN EACH DIRECTION

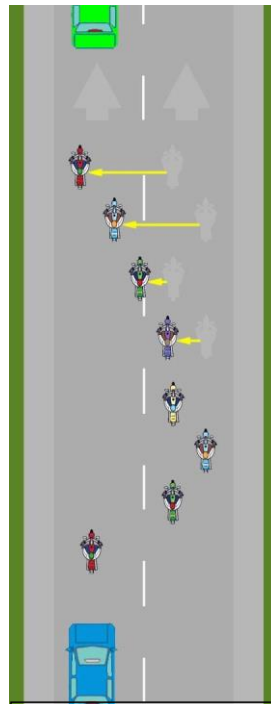
ALL PASS **ONE-AT-A-TIME, SINGLE FILE**. EACH CONTINUES TO PULL FORWARD OF THE PASSED VEHICLE CREATING SPACE (REPRESENTED BY THE RED CIRCLE) FOR OTHERS TO FALL IN BEHIND ONCE PAST THE VEHICLE.



STANDARD **LANE CHANGE 1**

LEADER SIGNALS FOR A LANE CHANGE. EACH RIDER REPEATS THE SIGNAL BUT **DOES NOT CHANGE LANE YET**.

WHEN THE TAIL GUNNER RECEIVES THE SIGNAL, **ONLY THE TAIL GUNNER MOVES INTO THE NEW LANE** WHEN SAFE, TO BLOCK ANY VEHICLE FROM ACCELERATING INTO THE SPACE THE GROUP WILL MOVE INTO THE NEW LANE.



STANDARD **LANE CHANGE 2**

WHEN THE LEADER HAS DETERMINED THAT THE TAIL GUNNER (ONLY THE TAIL GUNNER) HAS SECURED THE NEW LANE, THE LEADER WILL BEGIN MOVING INTO THE NEW LANE.

ALL OTHER RIDERS THEN FOLLOW **THE RIDER IN FRONT, OR DIAGONALLY IN FRONT, OF THEM IN SEQUENCE - NOT RANDOMLY OR ALL-AT-ONCE**.

Appendix A: Maneuver Diagrams

Static Blocking



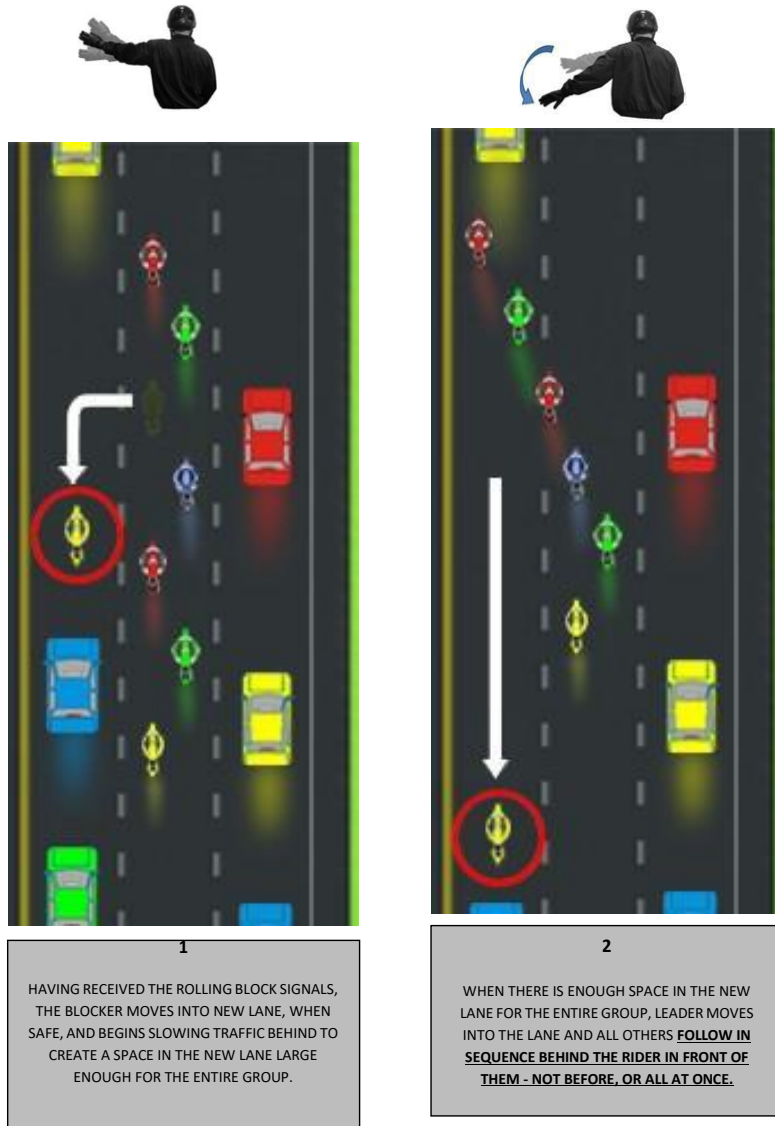
Road Guard Blocking Notes:

When blocking traffic coming from the left (top left picture), the Road Guard should not move so far to the left that he/she has moved into oncoming *opposite direction* traffic flow. Indicated in the picture by the faint yellow lines and arrows.

The same is true when blocking left turning traffic from the opposite direction (left bottom picture). In this picture the Road Guard is blocking the opposite direction left turning traffic but is not so far left as to interfere with the other opposite direction traffic. Again indicated in the picture by the faint yellow lines and arrows.

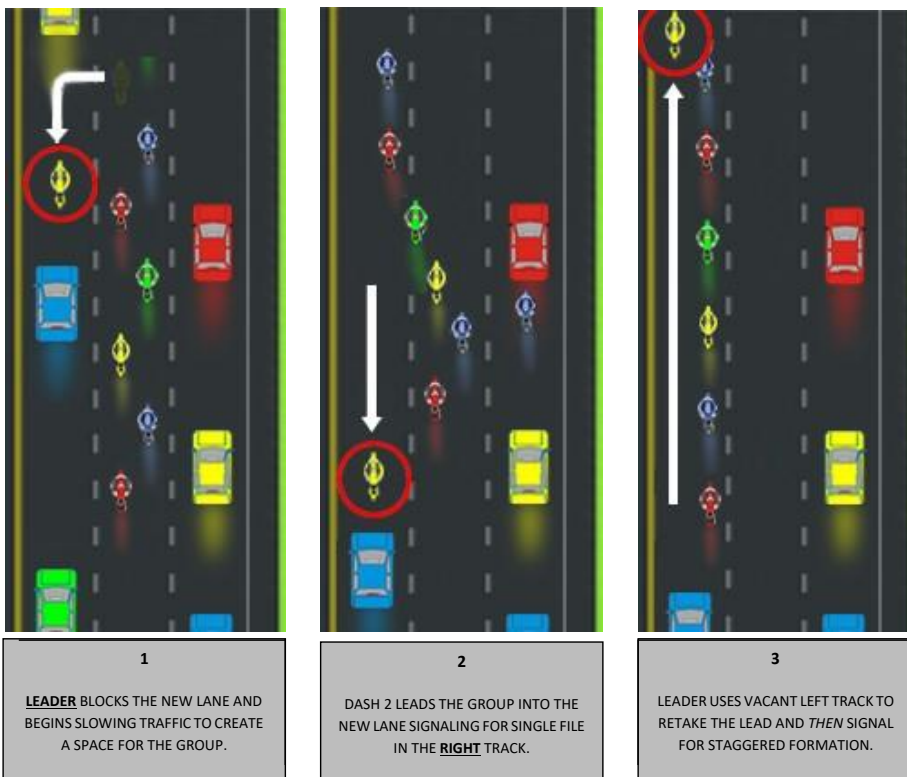
Appendix A Continued: Maneuver Diagrams

Rolling Block Lane Change



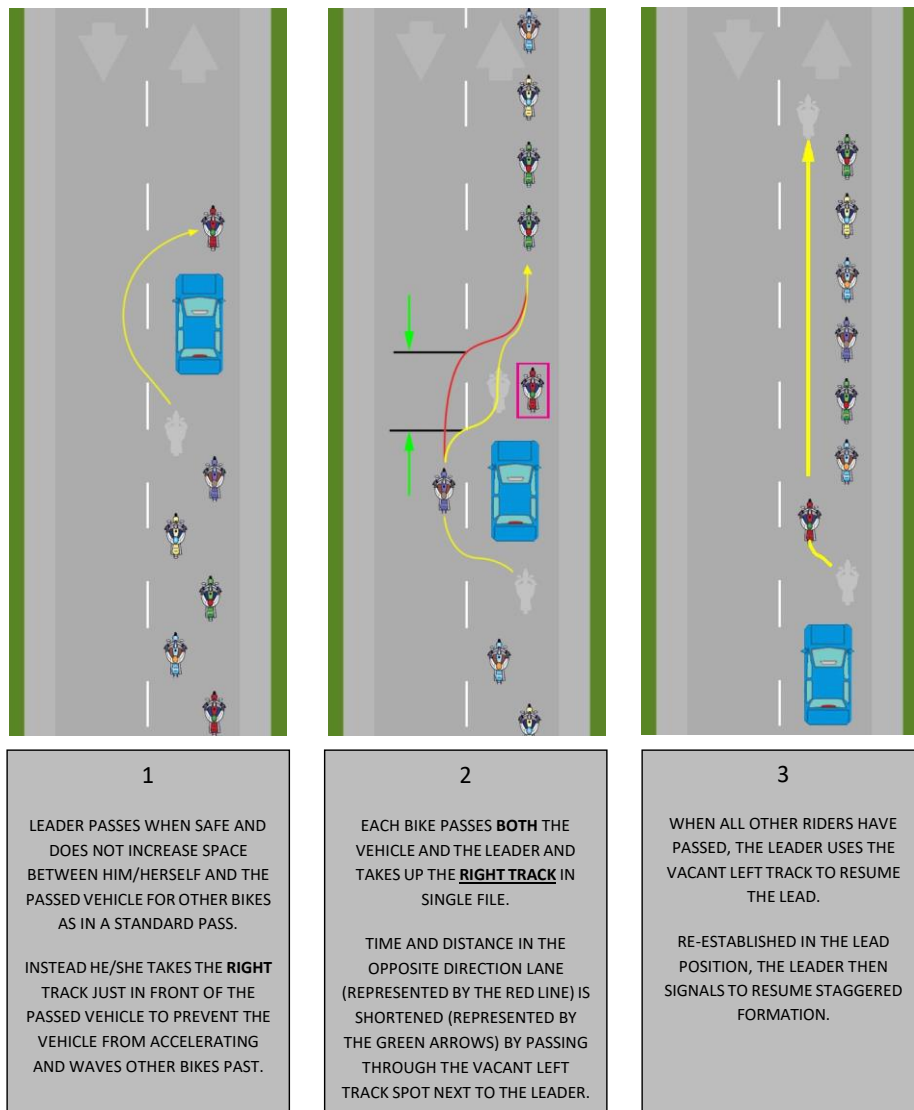
Appendix A Continued: Maneuver Diagrams

Leader's Rolling Block Lane Change



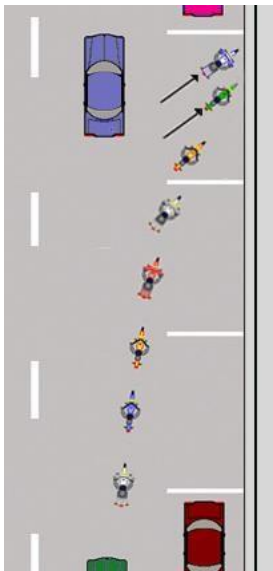
Appendix A Continued: Maneuver Diagrams

Leader's Blocking Pass



Appendix A Continued: Maneuver Diagrams

Street Parking

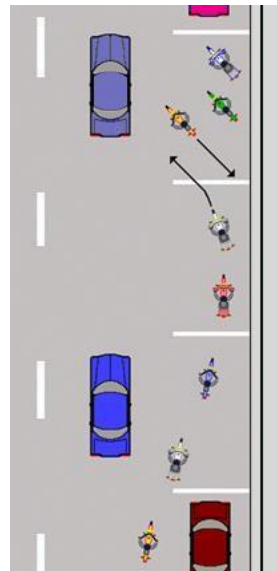


NOSE IN PARKING IS VERY FAST

GOOD FOR FINAL DESTINATION PARKING WHERE RIDERS DON'T HAVE TO PUSH BACK UNTIL THEY INDIVIDUALLY BREAK FOR HOME

NOT SUITABLE FOR INTERIM PARKING WHERE ALL RIDERS WOULD HAVE TO PUSH BACK AT THE SAME TIME TO CONTINUE TO FINAL DESTINATION

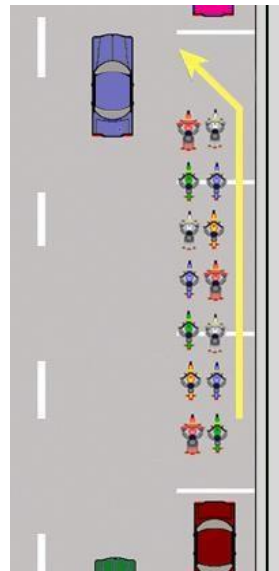
NOT GOOD WHERE THE STREET SLOPES TO THE CURB



STANDARD PUSH BACK INTO PARKING

GOOD FOR INTERIM PARKING WHERE RIDERS PUSH BACK INDIVIDUALLY AS THEY ARRIVE AND CAN PULL OUT IN SEQUENCE TO CONTINUE TO FINAL DESTINATION

ALSO A FAST EXIT AT FINAL DESTINATION PARKING

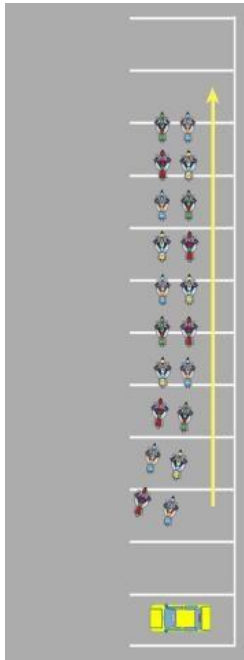


TANDEM 2 PARKING IS FASTEST

GOOD FOR INTERIM AND FINAL DESTINATION PARKING

WHEN USED FOR FINAL DESTINATION PARKING, IT IS IMPORTANT TO LEAVE ROOM ON THE CURB SIDE FOR THOSE ON THE INSIDE COLUMN TO EXIT WHEN THEY BREAK FOR HOME (YELLOW ARROW)

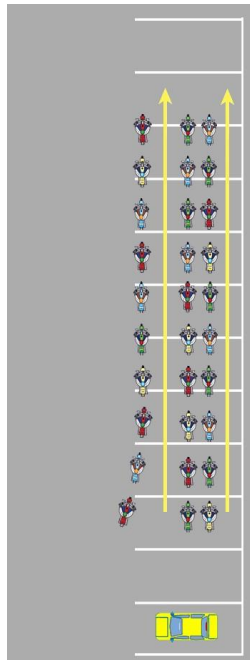
FIRST ROW LEADER AND DASH 2 SHOULD OCCUPY A THIRD TO HALF OF A PARKING SPACE TO PREVENT ITS USE BY A CAR OR TRUCK THAT COULD BLOCK THE GROUP'S EXIT

Appendix A Continued: Maneuver Diagrams**Back of Lot Parking****TANDEM 2 PARKING IS FASTEST**

GOOD FOR INTERIM AND FINAL
DESTINATION PARKING

WHEN USED FOR FINAL
DESTINATION PARKING, IT IS
IMPORTANT TO LEAVE ROOM
ON THE CURB SIDE FOR THOSE
ON THE INSIDE COLUMN TO EXIT
WHEN THEY BREAK FOR HOME
(YELLOW ARROW)

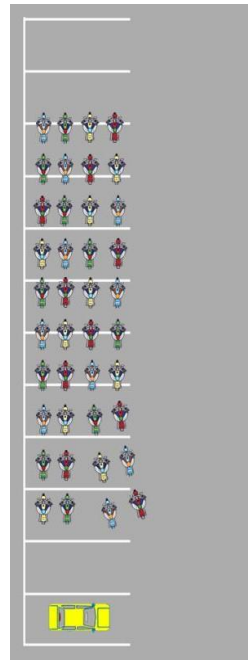
FIRST ROW LEADER AND DASH 2
SHOULD OCCUPY A THIRD TO
HALF OF A PARKING SPACE TO
PREVENT ITS USE BY A CAR OR
TRUCK THAT COULD BLOCK THE
GROUP'S EXIT

**TANDEM 3 PARKING IS FAST**

GOOD FOR INTERIM AND FINAL
DESTINATION PARKING

SIMILAR TO TANDEM 2 PARKING
BUT WITH AN ADDITIONAL
COLUMN AND EXIT SPACE TO
ACCOMMODATE THE ADDITIONAL
ROW

LEADER SHOULD DISMOUNT TO
DIRECT ALIGNMENT OF THE LAST
COLUMN ENSURING THE
SECOND EXIT SPACE FOR THE
MIDDLE COLUMN WHEN USED
AT FINAL DESTINATION

**TANDEM 4 PARKING**

SUITABLE FOR INTERIM PARKING
ONLY

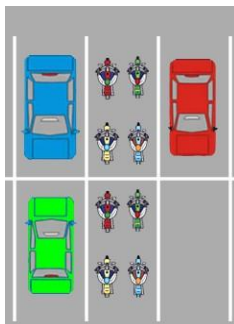
NOT SUITABLE FOR FINAL
DESTINATION DUE TO LACK OF
EXIT SPACE FOR INNER
COLUMNS

QUICKLY PACKS IN THE MOST
BIKES IN THE LEAST BACK LOT
PARKING SPACES

FIRST ROW LEADER AND DASH 2
SHOULD OCCUPY A THIRD TO
HALF OF A PARKING SPACE TO
PREVENT ITS USE BY A CAR OR
TRUCK THAT COULD BLOCK EXIT

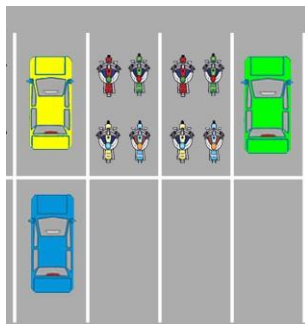
Appendix A Continued: Maneuver Diagrams

Stacking Parking Spaces



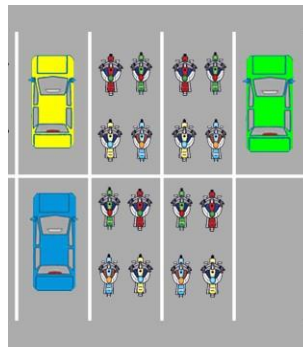
STACKING SPACES END-TO-END

IF THE LEADER
DISMOUNTS, HE/SHE
CAN **DIRECT** WHICH
SPACES TO USE.



STACKING SPACES SIDE-BY-SIDE

IF THE LEADER DISMOUNTS,
HE/SHE CAN **DIRECT** WHICH
SPACES TO USE.



STACKING SPACES IN BOTH DIRECTIONS

ATTEMPTING TO STACK IN BOTH
DIRECTIONS CAN BE A MESS IF
NOT **DIRECTED** BY THE LEADER.

Appendix B: Group Riding Briefing Card - Front (Expanded)

Can be printed on a business-sized card

GROUP RIDING BRIEFING CARD

1. Welcome & introduce team
2. First Aid, Crash Kit, tools
3. Itinerary, route, maps, GPS
4. Electronic communications/phone #s
5. Separation from the group
6. Staggered / single file
7. 1-second rule, 2-second rule
8. 2500 RPM in the curves
9. Hand (Special) signals
10. Front to back lane changes
11. Planned speeds in *straights*
12. About blocking
13. Filling blocker gaps
14. Tail Gunner honk for blockers
15. Trikes single file to the right
16. Passing
17. Newbies up front vs. blocking
18. Emergency flashers and high beams
19. Parking plan/debrief
20. Pull out plan

How to use this checklist

It is **NOT** necessary to brief every item on this checklist. Its purpose is to have a quick reference reminder of all the **POTENTIAL** subjects the Leader may choose to brief. (Business card size)

1. Welcome & introduce team: Welcome riders explaining any importance/significance of the ride. Introduce other Road Captains, Tail Gunners, and any other on-road leadership positions. Discuss any sub-groups.

2. First Aid responders, mechanics and Crash Kit/First Aid kit: Ask if there are any First Aid/EMS/EMT qualified riders and ascertain if they are willing to help in the event of injuries during the ride. Assign someone to carry any Crash Kit or First Aid kit and to distribute the items as necessary in any event they become necessary. Knowing who your motorcycle mechanics are or even just who has what tools (SAE/Metric, etc.), can also be very helpful.

3. Outline itinerary/route (Maps -GPS files): This can be your longest briefing item by far. Ride Plans posted to the Chapter Google Calendar, where they can be printed, will save you a lot of briefing time. Including mileages, planned stops, gas/restroom/refreshments available at the stops, makes everyone feel they are "in the know" (comfortable), answers most questions, provides a recovery plan for separation, and gives the small bladder riders the info they need. Nowadays, GPS files with the route available, on-line before ride date, are becoming more common and are easier to follow than even printed maps for riders with GPS.

4. Electronic communications/phone #s: Discuss any electronic communications available, such as channels to be used or on-road contact telephone numbers. Bike to bike communications are clumsy at best. For separation/breakdown situations, consider a central contact number of someone not on the ride who is tasked to call the appropriate leadership riders when they have received separation/breakdown help calls.

5. Separations: Unintended separations from the group do happen. Portions of the group may get caught at a light and riders sometimes have issues that force them to separate from the group. Those that find themselves temporarily in the lead or individually separated need only continue the expected route. This is another reason printed maps and/or Ride Plans are recommended. Tail Gunners normally stop to assist riders with urgent issues. See briefing item **electronic communications/phone #s.**

6. Staggered vs. single file: Staggered formation is the norm. There may be times when the leader signals for single file. Remember to always "Ride your own ride" and go single file temporarily if you feel you are in over your head to safely ride staggered.

7. 1-second rule / 2-second rule: Discuss the 2-second and 1-second rules. Requesting that the group "keep it tight" is reasonable. However, never allow yourself to be quoted requesting less than these two RULES. Inclement weather or road conditions may dictate increasing these following distances.

8. 2500+ RPM curve technique: If a group becomes too tight a simple brake light illumination can create a domino effect. Rapid speed adjustments are common on curvy roads causing the group to become too tight sometimes. By maintaining a gear selection that allows you to stay in the 2500-2800 RPM range, engine braking will eliminate most of the times brakes are needed in curves.

9. Review special/expected hand signals: Review any less used hand signals expected on the ride. Any special signals specific to our Chapter should also be reviewed. Make them distinctive as possible. Similar signals should be pointed out to avoid confusion.

10. Front to back lane changes: ALL lane changes are begun from the front of the group. Change lanes ONLY when/after the rider in front of you changes lane. The Tail Gunner is the ONLY exception. Whenever a Leader blocks for lane changes or passing, all riders are expected to pass the Leader and ride single file in the **right** track until signaled to resume staggered formation.

11. Speeds in straights: Discuss the speeds the group can expect. These should, however, be limited strictly to straight sections of road. Never allow yourself to be quoted suggesting excessive speed in curves.

12. About blocking: Discuss your blocking preferences if you elect to have blocking. Like all motorcycling, there are risks associated with blocking. Each individual rider needs to evaluate whether they are prepared for any *additional* risk associated with blocking. Blocking is strictly voluntary. Should you have no desire to block, position yourself toward the rear of the pack. In the event that you later anticipate being called upon, signal rearward riders ahead of you at an appropriate time. NEVER do what you are not comfortable doing. Blocking assignments may be Static Blocking or Rolling Blocks.

13. How to fill blocker gaps - back to front: Gaps created in the group by vacating blockers or riders leaving the group, should be in the same track (left or right half of the lane), moving straight forward, NOT by crossing tracks. Expect the rider in front of you diagonally to wave you up to pass him/her. If there is no signal from this rider, consider a short beep of your horn, before moving up to fill the gap.

14. Tail Gunner honk for blockers: One of the biggest issues for blockers paying attention to the traffic they have stopped, is knowing WHEN the group has passed entirely. One technique that works well is for the LAST (in the event there are sub-groups) Tail Gunner to provide a full 1-2 second blast from their horn as they pass the blockers. It is recommended that Tail Gunners provide a sample blast during the briefing for recognition purposes.

15. 3-Wheeled bikes go single file recovering blockers: While/when recovering blockers back into the group, trikes in the rear of the group should ride SINGLE FILE in the RIGHT track (right hand side of the lane) to allow blockers to pass on the left to fill the appropriate track IN FRONT of the trikes (just as the Tail Gunners do during blocker recovery). 2-second rule applies. Any cages (support cars and/or trucks) should ALWAYS be a separate sub-group.

16. Passing: Pass one at a time, SINGLE FILE, until past the vehicle. Allow room behind you for other passing riders. Resume staggered positions. Use common sense regarding WHEN it is safe for you to pass. If the leader passes and signals you to pass him/her also, pass him/her without delay and assume single-file positions in the **RIGHT** track to allow leader to pass the group and re-take lead position.

17. New rider placement: If there is not a new rider/slower rider sub-group, consider having newer riders placed near the front of the group. This allows for the greatest number of experienced riders to observe and later debrief newer riders. Keep in mind, however, that placing new riders near the front may complicate blocking assignments. Discuss your preference.

18. Emergency flashers and high beams: Emergency flashers not associated with blocking, should NOT be used in the normal course of group riding. Emergency flashers mask any turn signal intentions, may be distracting to other riders, and often are misinterpreted. Unless briefed otherwise, leave these OFF for normal group riding. Normally only the Leader and Tail Gunner (daylight only for Tail Gunners) run with lights on high beam. Tail Gunners running high beams help the leader pick out the Drag/Sweep/Tail Gunners from the crowd during daylight hours.

19. Parking plan/debrief: Have a plan for parking. Most parking should be planned for an area that will accommodate the size of your group - often further back from the "front" of available parking. Parking in a closed-up stagger (2 bikes side by side) in a row (generally the same order front to back) or

in sequence side to side (a cop favorite) is best. This will also facilitate pull-out after the event. A good parking plan always includes a short ride debrief to correct any ride deficiencies.

20. Pull-out plan: Whether it is the initial pull-out for the ride or the return pull-out, briefing pull-outs avoids SNAFUs (the motorcycle version of pushing, crowding, and shoving) and avoids riders being out of the sequence you want. It also LOOKS a lot better.

Appendix B Continued: Group Riding Briefing Card - Back (Expanded)

AFTER RIDE DEBRIEF

1. What went well with the ride?
2. What about the ride needs improvement?
3. Take notes about the ride.

MOTORCYCLE CRASH

Leader stops the group
in the safest location available

1. TAKE CHARGE AND ASSIGN OTHERS TO:
2. Call 911.
3. Safely help control traffic.
4. First Aid response. DO NOT MOVE RIDER OR HELMET.
5. Take notes. If possible question injured party regarding medications and allergies.

AFTER RIDE DEBRIEF

1. What went well with the ride? Ask what went well with the ride. Ask if the group was able to complete the ride as they understood the pre-ride briefing plan. These two questions will also help the group to feel more comfortable discussing the debriefing item number 2 below.

2. What about the ride needs improvement? This item is the "meat" of the debrief. This is where you can find out what your riders had concern with. Encourage riders to speak up but discourage finger pointing at individual riders. Correcting individual riders should be done by the Leader, Tail Gunner, or Senior Road Captain, PRIVATELY.

3. Take notes about the ride: As soon as practical, write down both the positive remarks and any critiques of the ride to help remember and re-enforce what worked and *correct* what didn't. Make the necessary changes for your next ride briefing.

MOTORCYCLE CRASH

Leader stops the group in the safest location available

1. Take charge and assign others: Take charge and *direct* help rather than becoming distracted in any one task to the detriment of the others' tasks that deserve individual attention. Assign *others* to concentrate on one task each. Assigning others will cover all the bases quickly and allow you the opportunity to quickly respond to any further needs as they may occur. If you have a rider assigned to a **Crash Kit** or even just a First Aid kit, direct them now to distribute the kit items to those that will need them. Example: Reflective vests and traffic flares from the **Crash Kit** to those controlling traffic and the medical items to those providing First Aid.

2. Assign someone to call 911: This is the first item of medical response for a reason. This is the most quickly accomplished task and gets help on the way *while the other response items here are being accomplished*. Assign someone to do this rather than call yourself because, depending on the situation, the call may become too involved and time consuming for the person (you) attempting to direct the remaining emergency tasks. An *assignee* can remain with 911 if necessary.

3. Assign others to safely help control traffic: The key word here is "safely." Make sure your assignees do not risk injury to themselves attempting to control traffic. The only thing worse than an injured rider, is MORE injured riders. What you are trying to accomplish is:

1. Avoid getting others hurt
2. Avoid *further* injury to your downed rider
3. Allow a path of access for emergency vehicles
4. Avoid others getting in the way - "*Stand back!*" - keep traffic moving *PAST* the scene if possible.

4. Assign the most appropriate rider(s) to First Aid response: If you have done a comprehensive briefing, you have *already* identified those riders most qualified to provide first aid BEFORE THE RIDE. Now all you must do is activate them. This preparatory item ALONE could save a life. DO NOT MOVE RIDER unless NOT doing so means imminent death. DO NOT REMOVE RIDER'S HELMET.

5. Assign someone to take notes: Again, don't allow yourself to get bogged down doing this yourself - assign it. For your organization's purposes, possible legal purposes, and most importantly medical purposes, notes can be critical. If/while victims are conscious, getting notes regarding medication used by the victim and any allergies to medications they may have, is important information to pass to emergency personnel in the event the victim loses consciousness. Don't forget the more mundane items, place, time of day, weather, etc.

Brief it, and they will do it

Appendix C: CVMA 23-7 Hand Signals

NOTE: Some parking-lot signals are the same as on-the-road signals. The difference is only *where* they are performed. These first two, **Start Engines** and **Turning Around (U Turn)** are good examples.

NOTE: Please pay particular attention to the last 5 proprietary "Blocking" signals. They are different from what you may be used to. They are "**Stationary Block Left**", "**Stationary Block Opposite Direction Left Turning**", "**Stationary Block Right**", "**Rolling Block Left**", and "**Rolling Block Right**".

NOTE: CVMA 23-7 has 4 additional proprietary signals.

"Start Engines"



Arm and index finger extended straight up turning in circular motion.

When used in the parking lot.

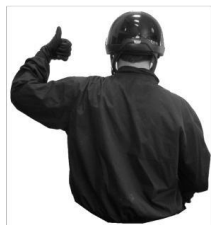


"Turning Around" (U Turn)

Arm and index finger extended straight up turning in circular motion.

When used on the road.

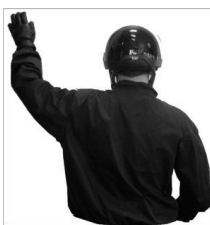
"Are You Ready To Ride"



Thumbs up.

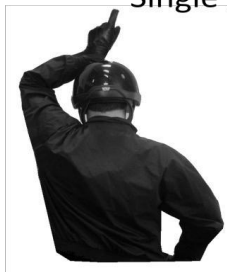
All riders respond with this same signal when they are ready to ride.

"Follow Me"



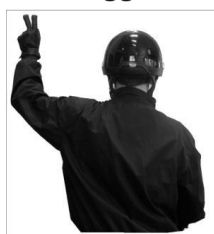
Arm extended straight from shoulder, palm forward.

"Single File"



Arm and index finger extended straight up over head.

"Stagger Formation"



Arm up with middle and index fingers extended.

Appendix C Continued: CVMA 23-7 Hand Signals

**"Occupy 2 Lanes"**

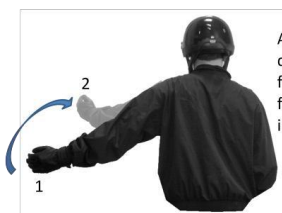
The leader and all riders in the column behind him/her remain in the left lane.

All riders in the right column take the adjacent lane to the right.

**"Resume 1 Lane"**

The leader and all riders in the column behind him/her move to the left track in ONE lane.

All riders in the right column rejoin the left column in ONE lane.

"Pass Me"

Arm extended down. Palm forward. Swing forward from hip in arc.

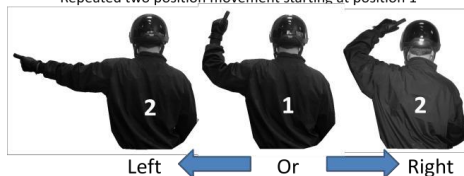
"Don't Pass" or "Back Off"

(Spread out formation more)

Arm extended down. Palm facing back. Swing rearward from shoulder in arc.

"Pull Off (Over)"

Repeated two position movement starting at position 1



Left Or Right

"Come Alongside"

Two position movement



Same as "You Lead", but ending with finger pointing alongside

+

"You Lead"

The "Pass Me" signal followed by the "Number One" gesture

**"Police/Emerg Vehicle"**

Fingers pointing up over head turning in circular motion.

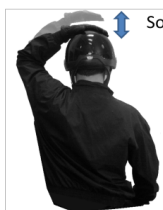
Appendix C Continued: CVMA 23-7 Hand Signals

“Hazard in Road”



Point immediately with emphasis. Point with arm or foot.

“Heads Up”



Something needs your attention

Expect a follow up signal pointing to the object of concern.

example

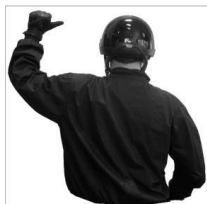
If there is no follow up signal – check your headlight

“Left turn”



Left arm and hand extended straight out to side. Not to be confused with “biker wave”.

“Right turn”



Left arm bent at elbow and hand extended up. Thumb gesture helps distinguish this from other hand signals

“Slow Down”



Palm down with repeated down motion.

“Speed Up”



Palm up with repeated up motion.

“Turn Signals Still On”



Repeatedly snap fingers and thumb open and closed.



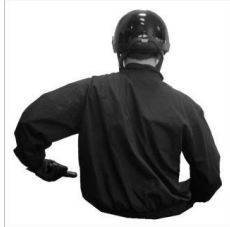
“OK” or “Understood”



Proper acknowledgement that you will pass up a “horn message” from behind

Appendix C Continued: CVMA 23-7 Hand Signals

“Need Fuel/Comfort Stop”



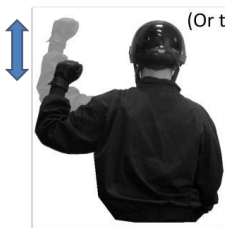
Arm out to side.
Point to fuel tank,
tummy, bladder.

“Ignore Last Signal”



Back and forth
“erasing” motion.

“Close-up Formation”



(Or tighten up formation)

With elbow bent, pump
fist up an down.

“Biker Wave Cautions”



If you really ‘must’
wave, hold arm lower
to distinguish this from
a left turn and extend
two fingers to
distinguish this from
the road hazard signal.

“Stop”



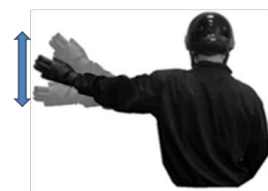
Arm extended
down. Palm back.

“Cut off motors”



Bladed hand
making throat
cutting gesture.

Rolling Block “Left” adjacent lane



Back of the hand
facing rearward.
Up and down
“block” motion.

Rolling Block “Right” adjacent lane



Back of the hand
facing rearward.
Up and down
“block” motion.

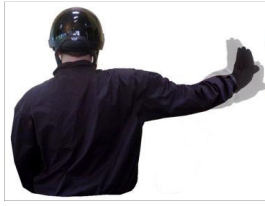
Appendix C Continued: CVMA 23-7 Hand Signals

Stationary "Block Left"



Back of the hand facing traffic coming from the left. Up and down "block" motion.

Stationary "Block Right"



Back of the hand facing traffic coming from the right. Up and down "block" motion.

Stationary "Block Opposite Direction Left Turning"



Back of the hand facing opposite direction left turning traffic. Up and down "block" motion.

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Appendix D: Ride Plan Boilerplate

All riders are expected to review the briefing items in section 9 - General of the Ride Plan, for each ride. These briefing items can and do change.

CVMA 23-7 SAMPLE RIDE PLAN

DAY AND DATE

1. Lead: Leader's name
2. Tail Gunner: Tail Gunner's name
3. Departure location: **Bubba's 7-Eleven** 4100 Talon Dr, Dumfries, VA [Map](#)
4. Link-ups/stops:
 - A. Link ups:
 - B. Fuel stop:
 - C. Etc.
5. Final Destination: **VFW Post 7916** 204 Mill St, Occoquan, VA 22125 [Map](#)
6. First Departure time: **Briefing at 08:05 KSU 08:15**
7. Mileage/time/Route: 12 miles, 22 minutes.

- A. Take the 1st left onto VA-234 N/Dumfries Rd. - 3.0 mi
- B. Turn right onto Spriggs Rd. - 1.4 mi
- C. Turn right onto Minnieville Rd. - 6.5 mi
- D. Turn right onto Old Bridge Rd. - 0.4 mi
- E. Turn left onto Tanyard Hill Rd. - 0.4 mi
- F. Continue onto Union St. - 0.3 mi
- G. Turn right onto Center Ln - 358 ft
- H. Turn left onto Washington St - 430 ft
- I. Turn left onto Mill St - 95 ft Destination on the left.

8. On-road communications:

Leader's cell phone: 512-XXX-XXXX
Tail Gunner's cell phone: 512-XXX-XXXX

9. General; Please read and be familiar:

- A. **Staggered riding - minimum 2-second spacing behind rider directly in front of you and 1-second spacing behind the rider DIAGONALLY in front of you.** This rule is not negotiable.
- B. **Stop signs when no blockers have been assigned** - Double up and proceed through in pairs. The group will slow or stop to allow those catching up to do so without speeding.

Appendix D Continued: Sample Ride Plan

- C. **Stop lights** - stop on red regardless of your position in the group. Do not speed to catch up when you get the green light. The main group will slow or stop for those catching up.
- D. **Lane changes** - Pass the signal back. DO NOT CHANGE LANES UNTIL THE RIDER IN FRONT OF YOU MOVES. The ONLY exception to this rule is the Tail Gunner.
- E. **If the leader changes lanes and signals you to pass him/her (Leader blocks the new lane)** - Pass him/her without delay and assume single-file positions in the **RIGHT** track to allow leader to pass the group and re-take lead position.
- F. **Passing traffic when there is only one lane in each direction** - Pass one at a time, SINGLE FILE until past the vehicle. Allow room behind you for other passing riders. Resume staggered positions. Use common sense regarding WHEN it is safe for you to pass.
- G. **If the leader passes and signals you to pass him/her also** - Pass him/her without delay and assume single-file positions in the **RIGHT** track to allow leader to pass the group and re-take lead position.
- H. **Filling in rider position gaps in front of you** - Look for a "pass me" signal from the rider in front of you. If they do not signal, give a short notifying horn beep, and MOVE STRAIGHT AHEAD to fill the gap. DO NOT CROSS TRACKS.
- I. **Pass hand signals back quickly:**
 - 1. Staggered riding/single-file signals
 - 2. Slow down/speed up signals
 - 3. Obstacle - point with foot or hand
 - 4. Blocking signal/blocking wave off signals
 - 5. Heads up signal(s)
- J. **3-wheeled bikes and side cars** - Will be at the rear of the group in single file (2-sec. spacing) just in front of Tail Gunner. Returning blockers will pass 3-wheeled bikes on the left, so 3-wheeled bikes should go to the right track when recovering blockers.
- K. **New riders** - Will be near the front as much as possible. New riders are NOT expected to block.
- L. **Breakdown** - If a breakdown occurs, the Tail Gunner will fall out with the affected rider. Leader will determine whether to stop the group or continue.
- M. **Rolling block** - When the leader assigns a block to be made of an adjacent lane for the purposes of moving into that lane. Blocker (riders #3 or #4) would normally take the lane ASAP, when safe, and begin slowing traffic in that lane to allow the group to get in front of the blocker and the traffic he/she has slowed. Dash 2 (rider #2) does not block. When the Commander or XO are present, they may ride #2.

NOTE:

ALWAYS be prepared to stop behind the leader at ALL intersections. EXPECT the Leader to make the go/no-go decision at the last moment. The leader's brake lights ARE a signal.