



Combat Veterans Motorcycle Association® (CVMA®)
TX 23-7 “Capitol of Texas” Chapter
2250 Double Creek Dr. #6971
Round Rock, TX 78664

CVMA® TX 23-7

Approved: 21 Jan 2026
Expires: 21 Jul 2027

MEMORANDUM FOR RECORD

SUBJECT: ROAD CAPTAIN AND TAIL GUNNER SELECTION PROCESS & RIDE PLAN POLICY

1. Members who desire to become a Road Captain Candidate (RCC) or a Tail Gunner Candidate (TGC) must coordinate with the Chapter Road Captain (CRC) for screening and scheduling of training/certification. Candidates must demonstrate mastery of the Chapter's Group Riding Manual and Chapter Road Captain Manual and be committed to the utilization requirements of becoming a Chapter RC/TG. Further, a candidate will not be approved for training/certification unless he/she has proven to be a competent and seasoned rider within the Chapter and remains in good standing with the CVMA®.
2. All Candidates, once approved for training, will conduct at least **two** check rides as a TG and **three** check rides as a RCC as part of the certification process. Whenever possible, the Candidates will TG and RC a group of already certified RCs during their training. However, the Candidate's last check ride will be with a larger group made up of various Chapter members to replicate the conditions a certified RC will lead in once certified. Upon Completion of these check rides and If the Chapter Road Captain assesses that those **five** rides successfully met the standards per the Chapter Road Captain Manual, the Senior RC will recommend certification to the CEB for approval.
3. A Candidate who only wishes to certify as a TG cannot lead/plan rides as an RC. Only a certified RC can lead/plan rides. However, an RC can be utilized as a TG for any group ride or, as an additional RC in large group rides in the event the group needs to be divided based on size. To be clear, the goal is to have as many RCs as possible and very few TG only position holders. While RC is significantly more challenging than Tail Gunning, we are a riding chapter and therefore have a heavy requirement for multiple Road Captains. TG only positions will be limited.
4. If the CEB approves the CRC's recommendation, the Candidate is then added to the Chapter's RC Roster as an RC or TG and will be issued a certificate of training and a patch reflecting the title **Road Captain** or **Tail Gunner**. This patch, once issued by the Chapter, will be worn above the road name on the member's vest.
5. Once a Candidate is added to the roster of RCs/TGs for the Chapter, it shall be understood that this will be treated as a duty position for the Chapter. As such, you will be required at a minimum, to lead/plan/tail as appropriate to your qualification, at least one ride per quarter per calendar year (minimum four per year). If a RC/TG is elected as an officer at the Chapter/State/Regional/National level, they will be exempt from the requirement of leading a ride once per quarter. Failure to do so without valid reasoning (medical, mechanical, no longer

in good standing, etc.) will result in loss of RC/TG status. You will then be required to turn in your patch to the Chapter Quartermaster (CQM). The goal is to train and certify volunteers who are willing to dedicate their time to ensuring we have sufficient RCs/TGs to lead our Chapter rides safely and frequently. Moreover, the skills required to maintain sufficient proficiency as an RC are subject to attrition and require routine riding in that capacity to remain proficient.

6. The CQM will order and maintain enough RC and TG patches for award upon certification at Chapter Meetings.
7. For all Chapter rides that are long enough to require a re-fuel/rest stop due to distance to be traveled, the RC assigned the ride shall develop and submit a ride plan per the Road Captain Manual standard format to the CRC. The ride plan, once approved by the CRC, will then be sent to Chapter Commander (CC) or Chapter Executive Officer (CXO) in his/her absence for approval. Once approved by the CC or CXO, the Chapter Public Relations Officer (CPRO) will post the ride plan to the Chapter Event Calendar as an attachment to the scheduled event for all members to see.
8. This Policy supersedes all previous policies and procedures.
9. The CRC is the Point of Contact for this policy.

A handwritten signature in black ink, reading "Charles D. Hoffman". The signature is stylized with a large, looped "C" and a long, sweeping "H".

Charles "Jabba" Hoffman
LM # 23151
Commander
Chapter 23-7