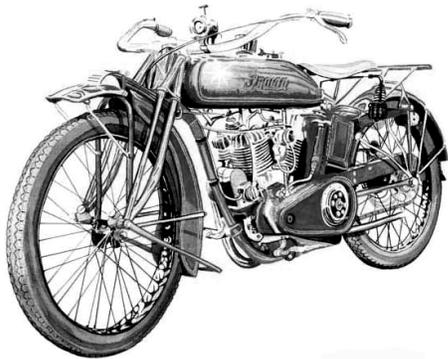
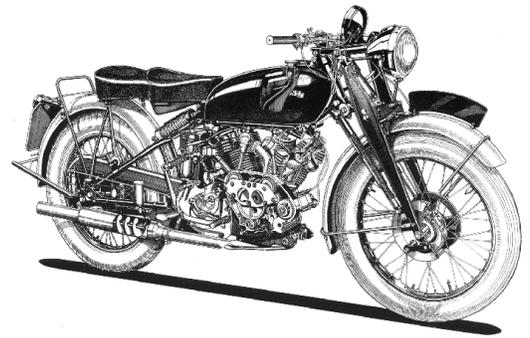


BMMC Ride Captain Guide



INDEX

| Topic | Page |
|---|-------------|
| I. INTRODUCTION | 1 |
| II. PURPOSE | 1 |
| III. RIDE CAPTAIN ROLES | 1 |
| A. Ride Captain Host | 1 |
| B. Group Ride Captain Lead | 1 |
| C. Group Ride Captain Sweep | 2 |
| IV. PLANNING AND LEADING A ONE-DAY RIDE | 3 |
| PLANNING - RIDE CAPTAIN TECHNIQUES | 3 |
| A. Destination | 3 |
| B. Pre-Ride | 4 |
| C. Route | 4 |
| D. Gas/Bio Stops | 5 |
| E. Communications | 5 |
| F. Determining the Number of Groups and Ride Captains | 6 |
| G. Organizing into Groups | 6 |
| H. Prepare An Email Announcement | 7 |
| I. Post-Ride Review | 7 |
| LEADING – RIDE CAPTAIN TECHNIQUES | 7 |
| A. Pre-Ride Briefing | 7 |
| B. Traffic Laws and Road Speed | 8 |
| C. Entering/Exiting Highways | 8 |
| D. Road Lane Selection | 8 |
| E. Group Passing – Two Lane Roads | 9 |
| F. Group Passing – Multi-Lane Roads | 9 |
| G. Keeping the Group Together in Town | 9 |
| H. Minimizing The “Rubber Band” Effect | 10 |
| I. Novice/Low Experience Riders | 10 |
| J. Trikes, Sidecars, And Trailers | 10 |
| K. Gas Stops | 10 |
| L. Riding in The Twisties | 11 |
| M. Conferring with The Sweep At En route Stops | 11 |
| N. Dealing with Problem Riders | 11 |
| O. Zero Tolerance Alcohol Policy | 12 |
| P. Non-Ride Captains Leading Groups | 12 |
| Q. Hold Harmless | 12 |
| V. Active/Inactive | 12 |
| VI. Removal as a Ride Captain | 13 |
| APPENDIX I Ride Captain Prerequisites | 14 |
| APPENDIX II Common Hand Signals | 15 |
| APPENDIX III Ride Pre-Briefing | 16 |

I. INTRODUCTION

Congratulations! Because of your leadership qualities and riding skills, you are part of a very elite Group. The Ride Captain is more than just the leader of a ride: He/she leads by example and is a leader within the organization. On rides, other members look to you for leadership.

II. PURPOSE

Group riding is an excellent way to bring people together to do something they enjoy and to share experiences. The Ride Captain program strives to enhance those experiences through safe and organized rides. Each Ride Captain should follow the Ride Captain Guide, as conditions permit, so that all the riders receive the same type of ride no matter who leads it. Predictability, Consistency, and Fun are three words that should be the hallmark of any ride.

This manual is the guide to be used in the planning and leading of all sanctioned Group rides. We have attempted to cover the areas we feel need to be emphasized to make every ride as consistent as possible from one Ride Captain to another and from one ride to another, and to lead Groups in a safe and enjoyable manner. Our purpose is NOT to teach basic motorcycling skills.

III. RIDE CAPTAIN ROLES AND RESPONSIBILITIES

A. Ride Captain Host

The Ride Captain Host is the overall leader of the ride. He/she has taken on the responsibility for planning the ride, making all necessary arrangements, and communicating all details of the ride to the membership. In addition, the Host is responsible for determining the number of Groups for the ride, assigning Group Ride Captains and Sweeps for each of the Groups, plus giving the pre-ride briefing. The Ride Captain Host will usually also be a Group Ride Captain in leading one of the Groups on the ride, but this is not required. All Ride Captains must demonstrate compassion, understanding, and a helpful attitude toward every rider in the Group regardless of skill or experience level.

B. Group Ride Captain Lead

The Group Ride Captain is the leader of one of the Groups within a ride. As the leader, he/she is responsible for setting an example for the Group by leading or shepherding the Group safely along the route to the destination of the ride. He/she should follow the ride plan while simultaneously providing clear direction to the Group, constantly monitoring the Group for signals being passed forward, trouble, or any situation that could result in an unsafe condition. In short, the Ride Captain must use his/her situational awareness to “think” for the Group and act in the most disciplined and safest manner possible. For simplicity purposes, we will use the term “Ride Captain” for the remainder of this guide.

1. The Ride Captain always rides at the left front position so that he/she has the best view of the route of travel.
2. All Ride Captains will wear a DOT approved helmet when riding and performing the duties of a Ride Captain.
3. The Ride Captain sets the pace according to the ride plan that will lead the ride at an appropriate speed.
4. No one should pass the Ride Captain without prior agreement, and only then for a specific reason. Safety considerations make this an absolute must.
5. It is advisable for the Ride Captains to carry some basic emergency equipment such as a first aid kit, flashlight, road flares, bottled water, cell phone, basic tools, and whatever else is appropriate for the ride.
6. The Ride Captain should be replaced by the Sweep (discussed later) if he/she must drop out for any reason, or if the Group becomes temporarily separated.
7. The Ride Captain may deviate from the announced ride plan if safety or road considerations so dictate.
8. Ride Captains must familiarize themselves with the routing, timing, and stops of the planned ride. The Ride Captain Host should provide or arrange for directions and GPS routing.
9. Ride Captains will strive to maintain a typical spacing of not closer than five minutes nor farther back than ten minutes behind the last motorcycle of the Group immediately ahead. The idea here is to break a single large riding Group into more manageable smaller ones for ease of travel and overall safety.

C. Group Ride Captain Sweep

The Sweep is a Ride Captain who brings up the rear of the riding Group.

1. The Sweep performs an enormous service to the Ride Captain and the riders. He/she acts as their eyes and ears and is ready immediately to help a rider in distress.
2. Riding in the rear observation position of the Group allows the Sweep to evaluate the Groups performance as it pertains to safe riding. Discrepancies from safe Group riding practices and standards can be corrected quickly and efficiently at rest/bio stops with no compromise of safety.
3. Before beginning the ride and at rest/bio stops, the Sweep should count the number of riders leaving in his/her Group to insure no one is inadvertently left behind. Sweep is responsible to signal Group Ride Captain Lead when all riders are ready to depart.
4. He/she should ride at the left rear position to maintain the best view of the Group and

route of travel, regardless of the position of the rider ahead. The Sweep will normally be 2 to 4 seconds behind the rider immediately in front in his tire lane. No one should be allowed to fall behind the Sweep.

5. The next rider replaces the Sweep ahead of the Sweep (ideally another Ride Captain) if he/she must replace the Ride Captain, stop to assist another rider, or drop out for any reason. Consideration should be given to who is placed in this position.
6. The Sweep is responsible for helping any rider encountering a problem such as becoming separated from the Group, slowing down, or dropping out of the ride for whatever reason. Only the Sweep should stop to help and aid, as it is generally not safe for a large Group to park along the side of the road.
7. The Sweep of the last group should have the Group satellite phone (to be used only if a cell phone is unable to receive a signal) and the appropriate emergency phone numbers to be used in the event of a breakdown or mishap.
8. In the event the Sweep leaves the Group for any of the reasons above, the Ride Captain should not stop but continue with his/her Group to the next scheduled stop. A Sweep who has left the Group will attempt to contact the Ride Captain as to the status of the situation but only after it is under control. All Ride Captains should carry the cell numbers of all Ride Captains.

IV. PLANNING AND LEADING A ONE-DAY RIDE

PLANNING – RIDE CAPTAIN TECHNIQUES

A. Destination

1. Most clubs pre-select all the riding events for the entire year and these rides are placed on the club's master rides and events calendar. While the destination of each ride has already been determined, you do have latitude to put your creative stamp on it. You can determine the route you want to take (you do not have to ride the same route the club has used in the past) and it is your choice of the place to eat if the ride includes lunch. If you want to do a major variation of the destination, be sure to get approval from the President before announcing the ride.
2. The Ride Captain Host must confer with the President for a decision regarding:
 - a. Canceling or rescheduling a scheduled ride for any reason.
 - b. Undertaking a major revamping of the ride from the published ride.

B. Pre-Ride

1. By the time of the club breakfast meeting prior to the ride, the Ride Host and/or Ride

Captain Host should have pre-ridden the ride, decided on the final route, determined the bio/gas stops, made final arrangements with the restaurant, and sent out the ride announcement email. In other words, all aspects of planning the ride should be completed by then. Be minimally prepared to share with the club the destination, meeting place and the route. All ride details should be submitted to the Communications Director a minimum of one week before the ride.

2. Physically pre-riding the route is recommended just before the actual ride and let members know of any specifics to be aware of.
3. No matter how many times you may have ridden a route before, it needs to be *ridden at the pace the Group will ride*. Time how long it takes between each leg of the route and for each gas/bio stop. This is critical information necessary to work a backward time line that will show when the Groups must leave the staging area, when to give the pre-ride briefing, when to arrive, etc. Plan for approximately fifteen minutes for gas/bio stops.
4. You will find some restaurants may be unwilling to take an additional twenty-five or so folks for lunch without prior notice. Some restaurants might not allow ordering from the full menu with a large Group. Some restaurants may not have enough, or appropriate, motorcycle parking. Some do not allow separate checks, either. Is there a room that can be reserved? These are all details you must have discussed and prearranged with the restaurant. If a venue is planned, (e.g. museum visit, cave tour, etc.) similar type arrangements need to be made in advance. Check for Group discounts.

It is advisable to make a courtesy call the day before to ensure everything is in order and to give the restaurant/venue the final count of members.

5. As a Ride Captain you are responsible for knowing every detail of the route.

C. Route

1. Always take great pains to carefully plan the route. Strongly consider making and handing out maps for the Ride Captains if you will be using a complex or high traffic routing, and detail the route in the Ride Announcement email. It is not enough for everyone to just know the destination...they need to know the entire route, complete with the intermediate stops, so they can link up again should they be separated for any reason. It is no fun to suddenly be separated from the Group with no idea how or when to join back up again. The Sweep should make this scenario unlikely.
2. Unless you are planning a "scenic ride," lay out the most direct route to the destination. Few riders really like Interstate rides but they do have their place. They offer the advantage of all traffic moving in the same direction, no oncoming traffic making left turns in front of you, no oncoming cars passing in your lane, no cross traffic, and no traffic lights or stop signs to separate the Group. If you are planning a "scenic ride," be sure traffic conditions will allow it. For example, county fairs, rodeos, car shows, horse shows, road construction, etc. can present the Group with unwanted traffic problems.

3. For safety purposes, try to lay out a route that incorporates as many right turns as possible ("right on red," no cross-traffic negotiations, etc.) and avoid left turns whenever possible. Along the same lines, try to make all turns in congested areas using traffic lights with turn lanes even if you have to go an extra block or so to accommodate. This is safer and helps keep the Group together.

D. Gas/Bio Stops

1. A general rule of thumb is to stop after no more than 100 miles. Gas/bio stops usually take twenty minutes or so by the time everybody is rounded up and ready to ride (consider beeping your horn twice as a five minute call). If your ride is on a tight time schedule, this fact should be emphasized at the pre-ride briefing and again communicated to your Group at the gas/bio stop. Don't be afraid to lead and direct those in your Group.
2. You also need to think about the location of the gas/bio stops. Not all stop locations are created equal. They should have adequate parking space and at least every other stop should have gas (plan no more than *one hundred miles between gas stops*) and restroom facilities available. Avoid gas stations that have 'unisex' or only one restroom.
3. If you decide to stop with your Group for a 'rest and stretch' stop (not gas/bio), make sure the stop location is safely away from traffic (e.g. not on an entrance or exit ramp). Always think safety.
4. Use stations with "pay at the pump" where possible. Make sure they have an adequate number of gas pumps so a Group of ten riders can complete the gas/bio stop before the next Group of riders arrive. Try to select gas stations that are located on the right side of the road to allow for easy entry and exit. Common sense will tell you how to cross correlate to the route, mileage vs. duration, for when to schedule these stops in your planning.
5. The gas/bio break is a good time for the Ride Captain Lead and Sweep to discuss, confer and communicate with the Group. Determine if the pace is OK or if there are any unforeseen issues that have developed that can be corrected. Also, if there is a rubber banding problem or other safety issues, now is the time to address those concerns with the involved rider or riders. Both the Sweep and Ride Captain should count the bikes at each stop to make sure all are accounted for.

E. Communications

1. Although not imperative, it is a good idea for the Ride Captain and the Sweep to be in wireless communication. Important information can be relayed in minimum time with either's use. Extraneous transmissions by other riders should be kept to a minimum so as not to block more critical information (e.g. road hazard, wet pavement, etc.) from being passed.
2. It is also very helpful for the Sweep to pass information that the Ride Captain can use in his planning as the ride progresses. For example, passing the information that all

riders are on the interstate (“All on I-17”) or (“All made the turn”) allows the Ride Captain to start his highway or in-town planning sooner. Alternatively, “Three bikes are stuck at the light” helps the Ride Captain in his planning for getting the Group back together.

F. Determining The Number Of Groups And Ride Captains

A large number of riders participating in your ride will make it advisable to divide the riders into Groups of no more than ten motorcycles including the Ride Captain and Sweep. It is the Ride Captain Host’s responsibility to name the Group Ride Captains and Sweeps for each Group in advance of the day of the ride, if possible. This allows the Ride Captains time to become intimately familiar with the exact route, stops, and the exact location of the final destination.

G. Organizing Into Groups

1. Decide where your Ride Captains will stage. You should arrive at the staging area at least one-half hour before the announced arrival time. As riders arrive, note which of your Ride Captains are there and determine if you need to recruit any additional help. You should have already decided how many Groups to form based on the number of responding riders.
2. To organize your Group predetermine (several days before the ride) who will be riding in each Group. As the riders arrive in the staging area, direct them to line up in designated areas, be behind their pre-assigned Ride Captain. (This has been done in the past with a very large Group of riders where hotel reservations were required and the number of riders is known in advance, however, it is very time intensive, requires pre-assignments and advance communication to riders as to which Group they are in. Even then, some will want to ride with their friends, so plan on some juggling to accommodate individual desires). The Sweep would fall in behind the last rider. The Groups would then depart in order.

H. Prepare An Email Announcement

1. Ride Captain Hosts have the responsibility of preparing an announcement email to be distributed to the club membership. This should be completed and sent to the BMMC Communications Director a couple of days before the club meeting when you will give your ride presentation. Microsoft Word is the preferred format. If you have a digital camera, it’s a great idea to take it with you and take snapshots of the ride and destination to add color and interest to your email announcement.
2. Be sure to include all the relevant details of the ride in your announcement:
 - a. The ride destination.
 - b. Departure location, time of the ride briefing, time the ride leaves.

- c. Stops en route.
 - d. The route (in detail). Including a map is a great idea (Google, MapQuest, etc.).
Make sure your directions are correct.
 - e. Any other special or unique information that is important for riders to know (e.g. parking arrangements, fees, cash only, etc.).
 - f. Discuss the ride in some detail as to the difficulty of sections of the route that may challenge novice or less experienced riders and the expected pace of the ride so they are informed beforehand.
 - g. It is advisable to notify members if it is OK for members to bring guests. Guests are only allowed to participate on day rides where it is not predetermined that the Club will pay for lunch. Guests must sign the waiver form before they are allowed to participate. The waiver forms will be given or sent to the club President.
3. Have folks respond to you personally and indicate to you pertinent information such as number attending, number of bikes, and if they are bringing guests (number attending and number of bikes). This information is very helpful in determining number of attendees and number of Groups that might need to be formed the day of the ride. It is recommended to respond to just one email address to make it easier, and so that you will have an idea of number of participants. The number may be important for the restaurant and to determine the number of Ride Captains needed to handle the Groups.

I. Post-Ride Review

Ride Captain Host should communicate with the Ride Host to write a post-ride briefing to the President. A template is available to the Ride Captain Host and Ride Host.. If you have pictures, please put them on the club Facebook group page.

LEADING – RIDE CAPTAIN TECHNIQUES

A. Pre-Ride Briefing

1. **Consistency, planning, and predictability** are the keys to a safe and enjoyable Group ride. The "*plan*" makes the "*predictability*" and following this Guide makes for the "*consistency*" from ride to ride and Ride Captain to Ride Captain. Predictability in the form of a well thought out pre-ride briefing also raises riders' confidence levels as to how they perceive the ride will be conducted. The better the planning, the fewer questions riders will have about what they can expect to see from their leaders and other riders in the Group.
2. The Pre-Ride Briefing **must** be accomplished before each ride. Each Ride Captain should ascertain the names and cell number of all Ride Captains. There are important

briefing points that must be covered in the pre-ride briefing (write them out if need be). Do not be embarrassed to read the information: It is important.

3. Be sure to ask if we have guests riding and have them complete the waiver/release form before joining our ride. You can download this form from the club website, print it and have several copies available at the pre-ride briefing. If you can have this taken care of before the morning of the ride, it will expedite starting of the ride.
4. If you are handing out maps or directions of the route, do so before you begin your briefing. Any informational changes to the route itself (e.g. road conditions, construction, detours, etc.) would then be covered during the course of the briefing. “No surprises” is the motto!
5. Introduce the Ride Captains, which Group they will be leading, and where they will be staging. Introduce guests and any members where this is their first ride with the club.
6. Try to arrange for pictures to be taken for the ride to place on the club Facebook group page. Everyone loves people pictures and it really adds interest to the ride review.
7. Not all BMMC members enjoy the Group riding experience and prefer to ride alone. They enjoy riding the route and the camaraderie at the destination. This is perfectly acceptable. This should be covered in the pre-ride briefing points and those riders may leave in advance of the first Group or they may follow the last Group.
8. Individual Ride Group Leads have an additional brief Q & A discussion with their ride group and give group order.

B. Traffic Laws And Road Speed

ALL traffic and speed laws should be observed at all times. There are no "special" laws for motorcycles.

C. Entering/Exiting Highways

1. Entering the highway should be done single file and the Ride Captain should maintain an appropriate speed so that following riders can safely merge. When the Group has reformed, smoothly accelerate to the planned speed.
2. When exiting, do not decelerate until you enter the offramp, so those following riders are not forced to slow in high-speed traffic.

D. Road Lane Selection

1. The Ride Captain determines lane of travel on a multiple lane road or highway. He/she is responsible for clearly, and in a timely manner, signaling all changes in speed, lane use, direction, and hazards (such as road debris, construction, broken or slick pavement, road kills, etc.). Knowing the route intimately will help to minimize the number of lane changes.

2. The Ride Captain must also have the ability to pick the safest lane in traffic so that he/she can position the Group in the appropriate lane for turns, stops, avoidance of road hazards, and when multiple lanes merge down to a single lane. Safety considerations make this an absolute must.

E. Group Passing – Two Lane Roads

When you have determined it is safe to pass the vehicle or vehicles ahead, you should signal your intentions (**MSF** = **m**irror check, **s**ignal [blinker/arm], **f**ace [turn you head to clear your blind spot], then pull out into the passing lane and accelerate as required by the situation). When passing, spend the shortest amount of time possible in the passing lane. Once well past the vehicle (don't "dive bomb" it by pulling back in too soon) you repeat your earlier actions of mirror check, signal, head check, and then pull back into the travel lane. Continue the overtake speed for a few moments to allow for the other riders passing to pull in behind you. Make sure you do not leave riders behind you to "hang out to dry" by not allowing them sufficient room to re-enter the travel lane. Reestablish your planned cruising speed when appropriate.

F. Group Passing – Multi-Lane Roads

When the Group needs to pass a slower vehicle it should be done as a series of *individual rider passes* using the same techniques discussed in E above. This allows the safest possible way to advance with the greatest safety margin between vehicles. It is also the most expeditious method regardless of the number of lanes on the road. Sometimes it may be prudent to delay a pass slightly to keep the Group together. When viewed from above Group passing would resemble a snake slithering around the vehicle then returning to its original lane. A rider at the rear of a Group, or the Sweep, must not pull out into the passing lane thereby blocking the passing lane from traffic from the rear. This is not looked on kindly by other drivers or law enforcement. Remember, there are no special laws for motorcycles.

G. Keeping The Group Together In Town

1. The two-second rule for spacing (two seconds between you and the rider directly ahead of you in the same tire lane, and one second between you and the rider ahead of you in the opposite tire lane) normally takes care of itself as you slowdown in town. The slower you go the closer the two seconds puts you to the rider ahead.
2. Don't worry too much if a stoplight or a stop sign separates your Group. Pulling to one side and waiting or continuing at a reduced speed are viable options. If a Group does become separated at a traffic light, the Sweep should assume the lead bike position in the Group until the Group reforms. The Sweep can then fall back to the rear of the Group. The Ride Captain has the responsibility of making sure his Group does reform. Do not ever leave your Group and you must never arrive at the destination or the next gas/bio stop without your Group with you.
3. Before continuing through a green traffic light take note of the crosswalk signal on the

corner. If it's blinking, you still have a little time before it turns steady. Once it turns to steady, you have approximately five seconds before the traffic signal turns to yellow, then red. Consider whether that gives your last motorcycle time to get through the intersection.

4. Should you miss a turn accidentally, continue on to a safe turn-around location so that the safety of the Group is not compromised. Sometimes taking an alternative route, such as going around the block in order to re-establish the original planned route, is a more desirable option than stopping and turning around the entire Group. Remind the riders that each bike is the "leader" of the bike behind and as such should stop at the next turn corner when he/she realizes there's no one behind.

H. Minimizing The "Rubber Band" Effect

1. When moving from a stopped position, the Ride Captain should accelerate initially at a slower rate that will allow all other riders to re-group as soon as possible, and then attain the planned riding speed. Ride Captains must pay particular attention to keeping their speed constant and when necessary to accelerate or slow down, do so smoothly. Any sudden variations in speed at the front of a group are magnified several times at the rear of a group as riders accelerate briskly to keep up or braking to maintain proper spacing.
2. Remind all riders during the pre-ride briefing of the importance of maintaining the discipline of staggered riding formation and of the two-second spacing rule. If a rider in a Group is not maintaining proper spacing, riders may pass that rider when it is safe to do so but only in the passing lane. If consistent rubber banding is being caused by a particular rider, the Ride Captain and Sweep should take the opportunity at a gas/bio stop to move the rider to the rear of the Group.
3. Another cause of rubber banding while Group riding is a rider using cruise control or using some type of throttle lock. Riders should be cautioned to not do this other than momentarily.

I. Novice/Low Experience Riders

When giving the pre-ride briefing the Ride Captain Host should recommend novice and low experienced riders place themselves at the back of a Group. This should be a strong statement particularly if the route involved has many curves and twisties. These riders will usually gravitate toward the rear of the Group on their own where they feel more comfortable and generally be less disruptive to the rest of the Group. If they do not move on their own, it is recommended that the Ride Captain move them.

J. Trikes, Slingshots, Sidecars, and Trailers

Not every rider is comfortable riding behind anything other than another two-wheeled motorcycle, especially in turns/twisties. For that reason, trikes, Slingshots, sidecars, and motorcycles pulling trailers should ride at the back of their Group just ahead of the

Sweep. Because of their width, trikes, Slingshots, and sidecars should ride in the center of the lane (no staggered riding).

K. Gas Stops

Encourage all riders to fill their tanks at each stop regardless of the fuel they have remaining. This is important so that the Ride Captain begin each leg knowing that everyone has plenty of gas for the ride ahead thereby preventing unscheduled gas stops. If a rider runs short of gas, there will be enough gas in the larger tanks to help.

L. Riding In The Twisties

Remind all riders during the pre-ride briefing of the hand signal and the necessity of transitioning from staggered formation to single file when entering a twisty section of the route while maintaining the two-second spacing. Ride Captains will maintain a moderate but safe pace through twisty sections of the route. Riders should have no difficulty in keeping up or maintaining the pace. If the Ride Captain rides faster than his Group and outruns them, the Ride Captain must slow his or her pace to allow the Group to reform. If the Sweep notices certain riders who are slowing through the curves or are negotiating the curves at a much slower pace than the Group and this results in rubber banding, take note to talk to the rider at the next gas/bio stop and suggest they move to the rear of the Group.

M. Conferring With The Sweep At En route Stops

As the Ride Captain Lead, if you feel like discussing any aspect of the ride with your Sweep, do so and vice versa. From his/her vantage point in the rear, the Sweep is your best source of information for how the ride is going regarding maintaining staggered riding positions, hand signals being passed, speed, rubber banding, excessive slowing in curves and so on. Any problems that develop can be quickly addressed to enhance the Group riding experience.

N. Dealing With Problem Riders

1. Safety is the primary reason Ride Captains and Sweeps need to discuss improper riding behavior. The most common complaints of experienced riders in Group-riding situations are being behind a rider who fails to maintain lane discipline, improper motorcycle spacing, or a rider who is otherwise riding unsafely. They may also cause rubber banding within the Group by intermittent slowing and speeding up, losing speed entering and going through curves, or taking curves at a speed much slower than the pace set by the Ride Captain. Experienced riders consider riding behind such a rider a safety issue for themselves in addition to detracting from their Group riding enjoyment.
2. On the other hand, some riders may feel pressured to ride at speeds at which they feel uncomfortable, or they may be unaware of safe Group riding techniques. They also may lack the proper skills to negotiate curves correctly and at the pace set by the Ride Captain. These riders pose a safety issue for themselves and others. It is for these reasons it is appropriate to discuss the riding situation with these riders and move them to

the back of the Group. At the back, they can ride in a safe manner consistent with their skills and comfort levels, thereby removing pressure to keep up with the Group. This should increase the safety and enjoyment of the Group riding experience for all. They will always have a Ride Captain Sweep following them.

3. When talking to such riders, don't be confrontational or accusatory in your attitude and approach. Be discrete and talk to them in a 'face saving' manner. Explain what incorrect riding behavior was observed and why that behavior is incorrect or unsafe for themselves and riders behind them, and what they need to do differently. Suggest they may feel more comfortable at the back of the Group where they can "Ride Their Own Ride" and not detract from their own, or the Group's overall safety and enjoyment of the ride. If a rider becomes angry, irate, or confrontational and is unwilling to discuss the situation, do not enter into a shouting match. Walk away, your message has been delivered.
4. If a severe or dangerous safety issue arises and the rider is unwilling to discuss and change his/her riding behavior, or argues his/her riding behavior was appropriate, the Ride Captain has the authority to remove a rider from the ride. That rider may continue to the destination riding alone if he/she chooses but may not rejoin the Group ride. There is no compromise for safety. If a rider has been removed from a ride, the Ride Captain must write a report to be sent to the President as soon as possible fully detailing the events that led to the removal.

O. Zero Tolerance Alcohol Policy

1. Most clubs have a zero-tolerance policy regarding alcohol consumption during club-sponsored Group rides. If a rider consumes any amount of alcohol and then attempts to ride a motorcycle within the Group during a club-sponsored ride, the Ride Captain must automatically remove that rider from the ride and the rider may not continue the ride as part of the Group. This is not a judgment call on the part of the Ride Captain. It is an automatic removal. As in the section above, the Ride Captain must file a written report on the incident.
2. For day rides to a destination such as lunch or a tour and where there is not a organized Group return ride home, the ride is considered ended upon arrival at the destination. For overnight or rides of several days, the Group ride ends when kickstands are put down at the end of the day.

P. Non-Ride Captains Leading Groups

A Ride Captain Host must always assign Ride Captains to lead or Sweep Groups. A rider who is not a Ride Captain must not be assigned these duties unless there is not an official Ride Captain available. In such cases, an experienced rider should be chosen and preferably assigned to the Sweep position.

Q. Hold Harmless

Ride Captains, by virtue of performing their duties in planning and/or leading rides, im-

ply no warranty or guarantee of the safety of riders who participates in club rides. Each rider who is a member, and guests, have signed the waiver of liability release form which holds Ride Captains and the club harmless from any liability resulting from members or guests operating a motorcycle and participating in club events.

V. Active/Inactive

All new Ride Captains are immediately classified as Active.

Active: A Ride Captain who meets and maintains all that is required of a Ride Captain, per this Ride Captain Guide.

Inactive: A Ride Captain who does NOT maintain all that is required of a Ride Captain, per this Ride Captain Guide.

Any change to the classification of an individual Ride Captain must be approved by a Board of Director's vote and communicated to the individual by the current Ride Captain Coordinator.

VI. Removal Of A Ride Captain

The current Ride Captain Director or any active Board Member can recommend a Ride Captain be removed as a Ride Captain by a majority vote of the Board of Directors.

We hope this Ride Captain Guide will assist in the planning and leading BMMC rides.

Appendix I

Ride Captain Prerequisites

1. Be a member in good standing of the club for a minimum of twelve months.
2. Demonstrate the desire to be a Ride Captain.
3. Possess excellent leadership, social, and communication skills, as well as an understanding of the various skill levels in Group rides.
4. Have successfully completed the MSF Experienced Riders Course.
5. Commit to take an additional motorcycle training (not the basic MSF course) every two to three years.
6. Participate as a Ride Captain in a minimum of one ride annually.
7. Wear a DOT approved helmet when serving as a Ride Captain.
8. Stay familiar with this Ride Captain Guide and Group Riding Guidelines.
9. The Ride Captain Coordinator, with approval of the President, appoints Ride Captains.

Appendix II

Common Hand Signals



Start your engines



Stop



Go ahead and pass me



Bikers ready



Hazards on the road



Don't pass me



Stop your engines



Turn off your turn signals



Single riding



Left turn



Slow down



Staggered riding



Right turn



Speed up



Time for a pit stop

Appendix III

Ride Pre-Briefing

(This **must** be accomplished prior to each day's riding.)

1. Introduce Ride Captains & Sweeps for each Group & Master Sweep.
2. Announce how Groups are to be formed and where Ride Captains will be staged.
3. Announce the timing of when Groups will depart. Announce when the ride is officially over.
4. Introduce any new members or first-time riders. Any guests? Please sign waiver form. This is important!
5. Detailed route review with planned stops. Announce any deviations from the announced route. Twisties? Any gravel or road construction? Early morning damp roads?
6. Any handouts? Announce zero tolerance policy regarding alcohol, if applicable.
7. Announce the pace of the ride and reaffirm the staggered Group riding technique (2 seconds back of the bike directly ahead in your tire lane).
8. If any rider is uncomfortable with the ride speed, keeping the Group spacing tight or keeping group pace in twisties, please form up at the rear of a Group. (If you have a known 'problem rider,' take the rider aside and assign them to the rear of a group.)
9. Ride Captains and Sweeps are here for our safety and riding enjoyment. If they talk to you about some aspect of your riding, please do not take it as a personal attack and comply with their requests.
10. Riders who prefer not to ride with the Group may leave early or last.
11. Please do not change Groups at rest/bio stops. RCs will be counting bikes to insure everyone is present.
12. If you plan to leave the ride, please inform your Ride Captain.
13. Questions? Let's have fun today!