



# HOG Road Captain Cheat Sheet

## How to Prepare for Ride & Conduct Pre-Ride Meeting

### PRE-RIDE MEETING CHECKLIST

- Introduce Yourself (Other Road Captains) & Sweep
- Introduce/ Welcome Guests (As necessary)
- Review Route and Destination/ Restaurant
- Advise Group to Park Together at Destination
- Use Staggered Formation (Explain as needed)
- Use Bread Crump Procedures (Explain as needed)
- Use Hand Signals (Explain as needed)
- Discuss Pickup, Rest and Gas Stops
- Review Methods for Keeping the Group Together
- Review Stop Sign and Intersection Procedures.
- Each Rider Is Responsible for His/ Her Own Safety
- Review Alcohol Policy (If Destination serves alcohol)
- Review Placement of Additional Road Captains
- Ask for and Answer Any Questions
- Additional Topics as Necessary
- Make Sure You Have All Release Forms Required
- Remind Everyone to Check-In mileage at Front Desk
- Mount Up and Ride Safely!**

### HOG PLANNING/ RIDE GUIDE

- Starting Time
- Pickups if needed
- Parking
- Rest Stops
- Helmets
- Fuel Stops
- Destination Info
- Safe Locations/ Restrooms/ Fuel
- Forms/ Sign in Rosters
- First Aid Kit/ Info
- Check Pre-Ride Meeting Checklist

#### **Chapter Event Release Form for Adults**

All adult participants in a ride must sign this release form at the ride if the individual 1. Is not a Chapter member (i.e., a guest), or 2. Is a Chapter member and is not sure if they have a signed "Chapter Membership Enrollment Form and Release" on file with this Chapter.

- A new form must be completed for each ride.

#### **Chapter Event Release Form for Minors**

A minor's (under age of 12) parent or guardian must sign this release form whenever a minor participates in any chapter event other than a chapter meeting. A new form must be completed for each event.

- Minor's Assumption of Risk Acknowledgement**

A minor, age 12 or above, must sign this form when participating in any chapter event other than a chapter meeting. A new form must be completed for each event. The minor's parent or guardian must also sign the "Chapter Event Release Form for Minors".