

CHAPTER MS 44-1



GROUP RIDING STANDING OPERATING PROCEDURE (SOP)

Revised:
May 2018

1. This SOP is provided to ensure all CVMA 44-1 members are informed and aware of expectations during chapter rides minimizing ride brief requirements. This document does not cover all situations. During times of un-briefed or unusual circumstances, it is the responsibility of each rider to ride with common sense and the skills you have learned through your training and experience.
2. During all CVMA 44-1 sponsored rides, CVMA 44-1 riders will be in the front of the formation, followed by Non-chapter CVMA members and finally invited guests to the rear. Trikes, bikes with sidecars and the Tail Gunner will be last in the line of riders behind the non-chapter CVMA members and invited guests. During non-sponsored CVMA 44-1 rides where CVMA 44-1 members participate, CVMA 44-1 will ride as a group to and from the event if able. Every attempt will be made to continue to ride as a group within the prescribed formation once assembled for the event.
3. This SOP is reviewed by the CEB, Senior Road Captain (SRC), and Road Captains (RC). It has been approved by the Commander. An electronic copy will be available for reading and/or downloading on the Chapter website.
4. Every member is expected to read and be familiar with this SOP and to ensure their guests are aware of expected conduct during rides.
5. This SOP will be reviewed periodically by the CEB and Senior Road Captain. It will be updated as required with the approval of the Commander.

Formation Positions and Duties

Road Captain (s):

The Road Captains are responsible for planning and supervising Chapter Riders. They select the route & typically pre-ride the route to identify any potential safety issues. Large chapter rides may have more Road Captains assigned depending on group size and mileage for the event. All ride participants shall follow the instructions, directions, and decisions of the assigned Road Captain(s). Groups should typically contain 8-10 motorcycles. Each group should have a Road Captain and Tail Gunner assigned by the primary Road Captain. The Road Captains and Tail Gunners will ensure their cell phones have all other Road Captains and Tail Gunners numbers in them.

Key Formation Positions:

- **Lead (Road Captain):** Sets the pace, determines stops and is responsible for overall safety of the ride.
- **Bike Two:** Sets the formation spacing. Normally the Chapter Commander will ride in this position, followed by other chapter officers.
- **Blockers /Road Guards:** If the situation dictates, the riders directly behind chapter officers in the formation will stage their motorcycle to block traffic in order to allow all members of the group to complete a maneuver (leaving parking lot, making turns, proceeding through intersections). This should only be done if briefed, or clearly understood by hand signals.
- **Trikes and Sidecars:** Trikes, bikes with sidecars, and slingshots will travel in a single file formation preferably after the last motorcycle and before the Tail Gunner unless assigned the Tail Gunner position.
- **Tail Gunner:** Responsible for the safe conduct of maneuvers during the ride. Sets spacing if required (loosening up or “pushing” forward). The Tail Gunner is the primary member to stop with any rider who has a problem, unless another rider has been designated for this duty. If the designated Tail Gunner stops to render assistance, the last rider will assume Tail Gunner duties. At the discretion of the Road Captain, a trike rider may be assigned as Tail Gunner. Tail Gunner is responsible for blocking the passing lane when the group is approaching a slower moving vehicle. This should be done automatically.

Day of the Event/Ride

Arrive prepared. Be prepared to depart on time with a full gas tank. Ensure your motorcycle is registered, insured, and in good mechanical working order.

Pre-ride brief. RC's will discuss the following items as needed: safety, route, fuel stops, formation geometry, applicable hand signals, speed of travel, and assignment of a tail gunner. The RC should assess everyone's riding skills and place them in the formation appropriately. Immediately after the brief and 5 to 10 minutes prior to kick-stands-up, perform a "buddy check" utilizing the T-CLOCS checklist to ensure everyone's motorcycle is in good working order and nothing serious was missed. (T= tires/wheels, C=controls, L=lights, O=oil, C=chassis, S=stands).

Speed of Travel:

The group's speed of travel should not exceed the comfort level of the least experienced rider. Typically expect the speed of travel to be no more than 5 mph above the posted speed limit. If a rider is uncomfortable riding at this speed please notify the RC.

Encounter with Law Enforcement Officers:

If a group is pulled over by LEO's, initially only the RC will dismount and represent the group as a whole. The remainder of the group will stay on their bikes and wait for further instructions from the RC or LEO's.

Fuel stops:

During the Pre-Ride Brief, the RC will coordinate and determine fuel stops according to the fuel requirements of the smallest fuel tank in the group. When a fuel stop is conducted, all riders will fill their tanks regardless of fuel state.

Ride prepared. Ensure at a minimum the RC & tail gunner have a phone contact roster or numbers added into their respective cell phones. At least one member on the ride should maintain a first-aid kit and full tool kit, for any problems that might be encountered on the ride. The tail gunner will be responsible for carrying this equipment.

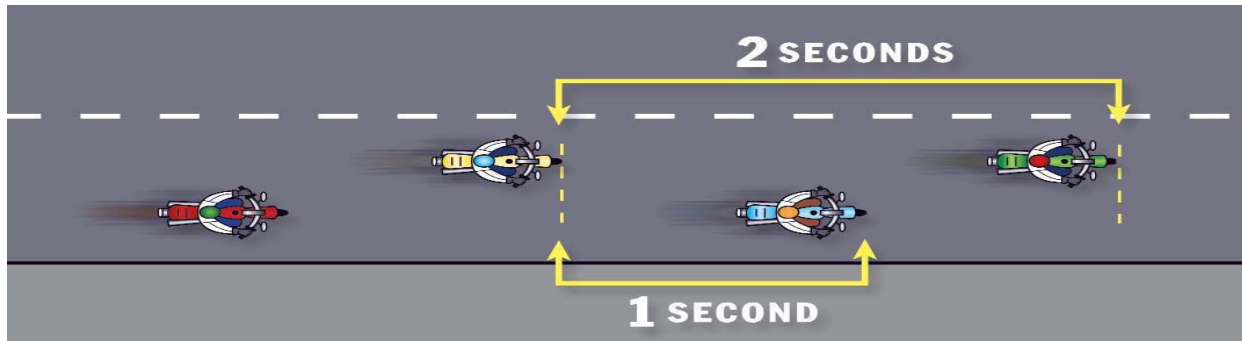
Ride in formation. The staggered formation is the primary group riding formation for CVMA 44-1. This will allow a proper cushion between motorcycles so that each rider has enough time and space to maneuver and to react to hazards. The single-file formation may be required on curvy roads, under conditions of restricted visibility, poor road surfaces, or other situations where maneuvering room is restricted. Under normal conditions, same side spacing should be a minimum of 2 seconds.

Keeping formation: If a rider must reposition in the formation, all other riders must also adjust. To maintain staggered formation integrity, CVMA 44-1 will utilize the Pull Forward Method.

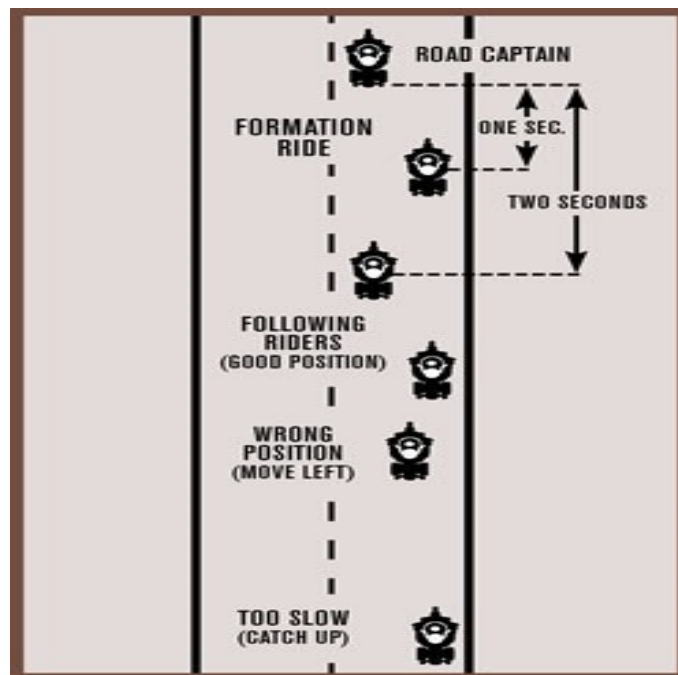
- **Pull Forward (primary method):** All members of one side of the formation pull forward to fill any gaps. This enables all members to maintain maximum of 2-second spacing while repositioning. This will be accomplished automatically when spaces/gaps in formation integrity occur. No crisscrossing is authorized.
- **Fill In (alternate method):** Fill in position at next stop sign or signal light automatically. Filling in will be accomplished in conjunction with the side-by-side position at stops.
- **The Pull Forward Method** will be reviewed during the Formation Geometry & Safety portion of the RC's pre-ride brief. The tail-gunner will report any safety or formation integrity issues to the RC at the first available stop or conclusion of the ride.

Here are some examples of Proper & In-proper Formation Positions

Proper Formation Position & Spacing



In-proper Formation Position & Spacing



UNDER NO CONDITION SHOULD A FORMATION CHANGE OCCUR WITHOUT THE POSITIVE INDICATION AND / OR ACKNOWLEDGEMENT OF THE RIDERS CHANGING FORMATION (i.e. DO NOT MOVE FORWARD PAST ANOTHER RIDER UNTIL INDICATED OR ACKNOWLEDGED TO DO SO).

Scanning: Riders should develop a scan pattern that allows them to determine any abnormality in a timely manner. Scanning should include but is not limited to:

- **Where you're going.** The vast majority of attention should be focused towards the front in order to react in a timely manner to any situations that may arise.
- **Periodically check the riders following in your rear view mirror.** If a rider is falling behind, slow down so they may catch up.
- **Engine instruments and lights.** Periodically check to see if turn signals and any caution lights are on, fuel state, speedometer, and all other gauges. A proper scan of these should take no more than 2 seconds

Use Hand and Foot Signals:

The RC will use hand or foot signals to indicate a change of course, hazards, or other information to the group, unless safety dictates otherwise. Each rider uses the same signal to pass the information back through the group. If you are new to group riding, only pass the signals back if you are comfortable with taking your hands off the controls.

Signal All Turns and Lane Changes with Turn Signal Lights and Hand Signals:

The RC will signal for turns and lane changes. You, in turn, make the same signal to pass it back through the group and to signal any other vehicles near you. Normally, lane changes will be signaled from the front and will be completed from back to front (load from the rear), unless the situation dictates otherwise. After the RC signals for lane change, the Tail Gunner will ensure a clear lane at his ride position when signaled, then move into the new lane in order to block upcoming traffic and allow all other members to move to the new lane when clear and safe to do so.

The RC will initiate the lane change and all subsequent riders will follow accordingly. Before making a turn or lane change and after you have signaled look by turning your head, (do not only look in your mirror) to see if you have clear space. Once clear make the turn or lane change. Never move without looking.

Pull side-by-side at stops, start together with the left bike accelerating faster:

This helps move the group through the stops quickly and get as many bikes through the stop light as possible. As the two columns come to a stop, the right column will move up even with the left column. On the start, the bikes leave together with the left bike accelerating faster to reestablish the staggered formation.

Yield to Cars (Especially at Entrance Ramps and Lane Changes):

When a car needs to enter from an entrance ramp or is signaling to break into the group, yield and give them plenty of room. On highways with two lanes in each direction, the group will normally travel in the number two lane allowing faster traffic to pass on the left, except when passing slower traffic on the right. On highways with three or more lanes in each direction, the group will normally travel in the number two lane keeping the right lane open for vehicles entering and exiting the highway, and the left lane(s) open for traffic to pass, except when passing slower traffic on the right.

Keep the group together without extraordinary steps:

Occasionally the group will get separated by a stop light, traffic congestion, etc. Do not take exceptional steps to regroup. In the event the group is separated, the RC can either slow down or stop at a safe location until the ride is regrouped. In some circumstances, this may take several miles. BE PATIENT! If you find yourself leading part of the group due to a separation in the group and you are not sure of the route, pull over in a safe area. Do not utilize a center lane (turning lane), median, or soft shoulder. Find a location that will accommodate all the bikes in the group safely. The tail-gunner can become interim RC if required.

Keep the group together with extraordinary steps:

Use of Blockers can assist in getting the group or entire formation through intersections safely, quickly, and efficiently. While technically illegal, blocking eases the effect of the passage on traffic. It helps to avert any rider or riders from making a risky choice instead of being separated from the rest. Blockers, when directed to a position by the RC, should activate their flashers just prior to pulling out of formation. The flashers should be shut off after rejoining just ahead of the Tail Gunner. While blocking, it is wise to remain in gear and ready to move should another vehicle ignore the request to wait. A "stop" hand signal is suggested while blocking and is most easily accomplished by the passenger if present. A "thank you" signal by blockers and Tail Gunner as well is a nice touch and is usually appreciated. Since a blocker assumes the responsibility of holding up traffic, plus a remote possibility of a traffic violation, it is of course 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.

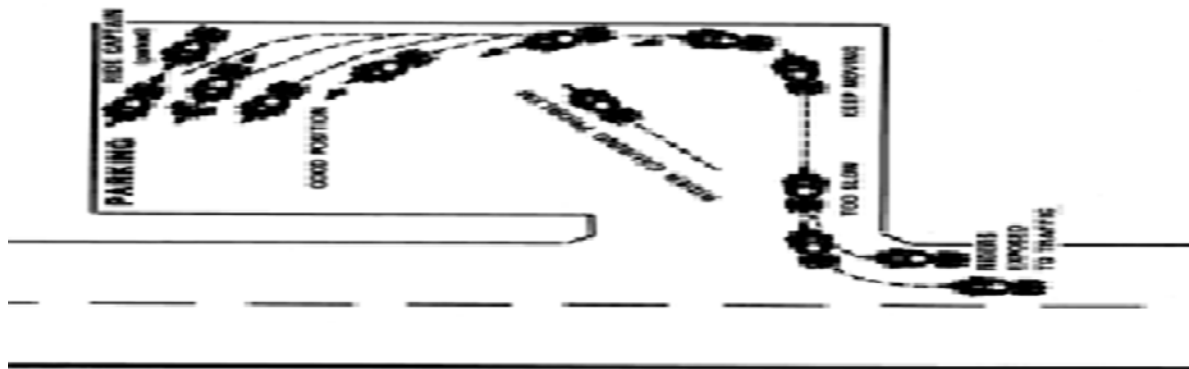
Blockers Reintegration into the group:

The blockers fall back into the formation in front of the Tail Gunner. When Trikes or Sidecars are in the formation, the blockers will fall into the formation behind the Trikes or Sidecars and in front of the Tail Gunner. When it is safe to do so the Trikes or Sidecar will waive the blockers ahead to pass them and for the blockers to reestablish themselves with the staggered motorcycle formation.

Common Sense:

Your own safety, and therefore the safety of the group, is paramount. In all conditions, use common sense to determine what needs to be done. Do not ride beyond your limitations, and NEVER, EVER expect someone else to think for you.

Parking – Riders should pull up to the left of each rider ahead, so that everyone can immediately back into the parking space without waiting. With a little experience, the whole group can get parked quickly, which helps move everyone off the road efficiently. When the group pulls into a parking lot, don't try to be creative. Follow the parking drill with everyone else. Don't ride up behind the next rider, but pull alongside to the left, and immediately roll your bike back into the parking space.



The Ride Officially Ends on Arrival at the Destination – You can return home at any time if not returning with the group and by any route you choose. If you are unsure how to get back home, ask the RC for directions. Inform the RC, SRC, or CEB member if you are going to depart early and RTB on your own. Text one of these members when you arrive safely at your home.

Debrief/Hot Wash:

The RC summarizes the completed group ride and “Lessons Learned” with emphasis on:

- Chapter/Group Ride Movement
- Tail Gunner ride summarization (from his perspective of behind looking forward) and known safety issues caused by:
 - CVMA chapter members
 - Vehicles / Pedestrian Traffic
- Chapter members are expected to identify any issues to the group.
- This should be done in a courteous, professional manner in order to maximize benefit of lessons learned.
- This will be the first and last opportunity for any chapter members to convey constructive criticism for this group ride.

Emergencies:

In the event an emergency occurs observe the following procedures to minimize additional injuries:

1. Problem motorcycle / rider stops. All others continue.
 - Rider with the issue should attempt to stop in the safest place possible (well off the road). All other riders continue to follow the RC to avoid a large group of motorcycles on the road.
2. Only the Tail Gunner stops to help (unless RC designates another rider during the pre-brief).
3. The RC will continue to lead the group to safe location.
 - If the RC deems it necessary to respond to the problem, they will stop the group in a safe location and call the Tail Gunner or designee to determine if any further action needs to be taken before continuing on with the remaining group.

Accidents:

In the event of an accident, the RC & Tail Gunner will accomplish at a minimum

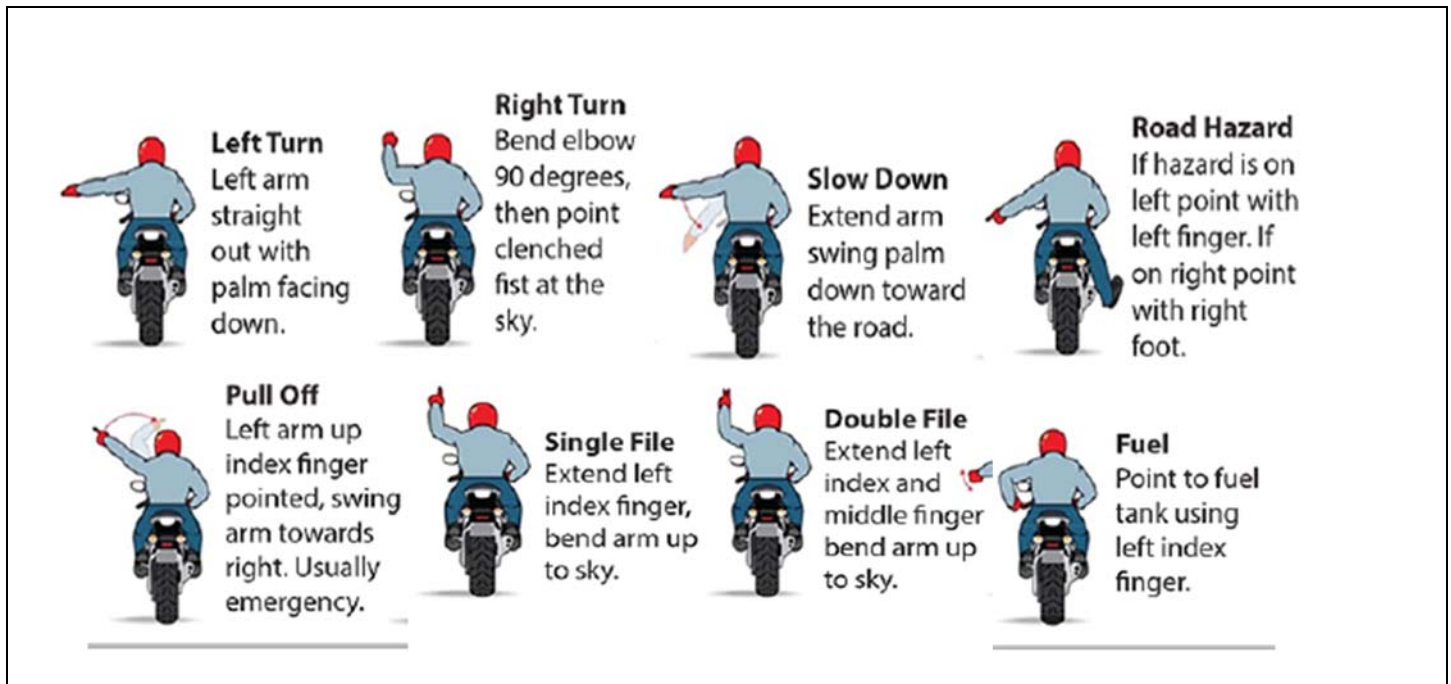
- Insure the group is stopped in a safe location
- Notify authorities – call 911
- Render aid to injured persons – DO NOT move injured rider/persons or remove any PPE. EMS personnel will do this when they arrive.
- Maintain the accident scene – get names, numbers, and addresses of witnesses. Take pictures of the accident scene. Direct traffic until EMS and LEO arrive.

RIDING ON DOD INSTALLATIONS

PERSONAL PROTECTIVE EQUIPMENT (PPE) – These items are required for riding on DOD installations and are recommended by the Motorcycle Safety Foundation for off-base riding:

- **Department of Transportation (DOT) Approved Helmet.** A motorcycle protective helmet properly fastened (under the chin) which meets the standards of the DOT or Snell Memorial Foundation (SNELL).
- **Eye Protection.** Shatter resistant wrap around glasses, or full-face shield (properly attached to helmet) designed for impact and shatter resistance.
- **Properly Worn Long-Sleeved Garment.** A shirt or jacket that covers the arm to the wrist.
- **Properly Worn Long-Legged Trousers.** Both legs covered to the ankle.
- **Appropriate Foot Wear.** It is strongly encouraged that lace up military boots or sturdy leather or ballistic nylon riding boots which cover the ankle be worn that provide the optimum protection.
- **Appropriate Hand Wear.** Full-fingered gloves.
- **Reflective Vest.** A reflective safety vest, when worn, will be worn as the outer garment. Only international orange, yellow and lime green colors are permitted. Each vest will have as a minimum, 2 1-inch reflective strips which extend from the front hem, up and over the shoulders to the rear hem, or from side to side on both the front and back of the vest. Military personnel are required to utilize all PPE listed above on base.

Commonly Used Hand Signals



* In case the need to pull the group over, or for an emergency, the Tail Gunner will signal the rider in front of them to pass a **PULL OFF** signal forward to the RC by “**blowing their horn**” and using the “**Left arm up, index finger pointed, swing left arm towards the right**”. The rest of the group will pass the signal up using the same method until the RC acknowledges the rider who passed the signal to them. When safely able to maneuver off the roadway, the RC will stop the group and call the Tail Gunner as to ascertain the reason for the stop or the nature of the emergency.

T-CLOCS			CHECK OFF	
COMPONENT	WHAT TO LOOK FOR			
T- TIRES & WHEELS				
Tires	Condition	Tread depth,wear,weathering,eavenly seated,bulges,embedded objects.	Front	Rear
	Air Pressure	Check when cold,adjust toload.	Front	Rear
Wheels	Spokes	Bent,broken,missing,tension,check at top of wheel: "ring"= OK- "thud"= Ioose spoke	Front	Rear
	Cast	Cracks,dents.	Front	Rear
	Rims	Out of round/true= Smm.Spin wheel, index against stationary pointer.	Front	Rear
	Bearings	Grab top and bottom of tire and flex.No freeplay (click) betweenhub and axle,no growl when spinning.	Front	Rear
	Seals	Cracked,cut or torn, excessive grease on outside, reddish-brown around outside.	Front	Rear
Brakes	Function	Eachbrake alone keeps bike from rolling.	Front	Rear
C- CONTROLS				
levers and Pedal	Condition	Broken,bent,cracked,mounts tight,ballends on handlebar levers,proper adjustment.		
	Pivots	lubricated.		
Cables	Condition	Fraying,kinks.lubrication:ends and interior.		
	Routing	No interference or pulling at steeringhead,suspension, no sharp angles, wire supports in place.		
Hoses	Condition	Cuts,cracks,leaks,bulges,chafing,deterioration.		
	Routing	No interference or pulling at steering head,suspension,no sharp angles,hose supports in place.		
Throttle	Operation	Moves freely, snaps closed,no rewing when handlebars are turned.		
L- LIGHTS				
Battery	Condition	Terminals;dean and tight,electrolyte level,held down securely.		
	Vent Tube	Not kinked,routed properly ,not plugged.		
Headlamp	Condition	Cracks,reflector,mounting and adjustment system.		
	Aim	Height and right/left.		
	Operation	Hibeam/low beam operation.		
Tail lamp/brake lamp	Condition	Cracks,clean and tight.		
	Operation	Activates upon front brake/rear brake application.		
Turn signals	Condition	Flashes correctly.	Front left	Front Right
Mirrors	Condition	Cracks,clean,tight mounts and swiveljoints.	Rear left	Rear right
	Aim	Adjust when seated on bike.		
lenses &	Condition	Cracked,broken,securely mounted,excessive condensation.		
Wiring	Condition	Fraying, chafing,insulation.		
	Routing	Pinched,no interference or pulling at steering head or suspension,wire looms and tiesin place,connectors tight, clean.		
O-OIL				
levels	Engine Oil	Check warm on center stand on levelground,dipstick,sight glass.		
	Hypoid Gear Drive	Transmission,rear drive, shaft.		
	Hydraulic Fluid	Brakes,clutch,reservoir or sight glass.		
	Coolant	Reservoir and/or coolantrecovery tank — check only when cool.		
	Fuel	Tank or gauge.		
Leaks	Engine Oil	Gaskets,housings,seals.		
	Hypoid Gear Oil,Shaft	Gaskets,seals,breathers.		
	Hydraulic Fluid	Hoses,master cylinders,calipers.		
	Coolant	Radiator,hoses,tanks,fittings,pipes.		
	Fuel	lines,fuelvalve,carbs.		
C-CHASSIS				
Frame	Condition	Cracks at gussets,accessory mounts,look for paint lifting.		
Steering-Head Bearings No detent or tight spots through full travel,raise front wheel,check for play by pulling/pushing forks.				
Swingarm				
Bushings/Bearings Raise rear wheel, check for play by pushing/pulling swingarm.				
Suspension	Front Forks	Smooth travel,equal air pressure/damping, anti-dive settings.	left	Right
	Rear Shock(s)	Smooth travel,equalpre-load/air pressure/damping settings,linkage moves freely and is lubricated.	left	Right
Chain or Belt	Tension	Check at tightest point.		
	Lubrication	Side plates when hot. Note:do not lubricate belts.		
	Sprockets	Teeth not hooked,securely mounted.		
Fasteners	Threaded	Tight,missing bolts ,nuts.		
	Clips	Broken, missing.		
	Cotter Pins	Broken,missing.		
5-STANDS				
Center stand	Condition	Cracks,bent.		
	Retention	Springs in place,tension to hold position.		
Side stand	Condition	Cracks,bent (safety cut-out switch or pad equipped).		
	Retention	Springs in place,tension to hold position.		

Pre-RIDE BRIEF

Ride Date _____

Road Captain is _____

Tail Gunner is _____

Group Leader(s) (if req'd) _____

Destination is _____

Route will be:

Expected Departure Time is _____

Expected Arrival Time is _____

Expected Return Departure Time is _____

Intermediate stops will be at:

- Location: _____ Arrive At: _____ Depart At: _____
- Location: _____ Arrive At: _____ Depart At: _____
- Location: _____ Arrive At: _____ Depart At: _____
- Location: _____ Arrive At: _____ Depart At: _____

Expected Expenses: _____

General:

- ID Riders with 1st Aid Kit.
- ID New Rider(s).
- Verify Cell Phone Numbers.
- Expected Ride Speeds (No more than 10 over posted Speed limits).
- We will ride in a staggered formation whenever possible.
- Review Breakdown Procedures.
- Be attentive to, and pass back to the next rider, all signals from the Road Captain.
- The Road Captain (or the Group Leaders if the group becomes separated) will make all decisions concerning the route, speed, lane of travel, etc. These are not suggestions! Follow the Road Captain or leave the ride if you feel your safety is at risk.