



# Road Crew Handbook

## 2025

# Road Crew—General

Road Crew are essential to the safe and efficient running of Chapter Ride-Outs and it requires significant effort and time to fulfil these duties. It is also true that they make a financial outlay in researching their ride-outs for the benefit of ALL the Chapter Members, for which they receive no reimbursement

While Members may make it known that they are interested in becoming Road Crew, it will be the Chapter, and specifically the Head Road Captain, that invites Members to join rather than the other way round

These candidates for Road Crew are carefully chosen by the Head Road Captain (HRC) based upon many factors, including but not limited to their riding standards, following advice from current Road Crew and other experienced Chapter Members

All are experienced long term bikers and most will have ridden with the Chapter in the UK, and possibly Europe, for several years

All are dedicated Chapter Members committed to the promotion of Chapter activities

In general members selected to be Road Crew will train initially as Road Marshals, and will progress through to become Road Captains as their training and experience dictates. Members coming into the Chapter from other Chapters where they have previous experience as Road Crew **may** be invited to join at that level without further training following a review

Some Road Marshals may remain in that role due to their circumstances however this should not be the norm and any decision made in this respect will be taken by the HRC in consultation with the Director

The Chapter accepts that circumstances can change for many reasons. Any Road Crew who are no longer able to commit the necessary qualities and abilities to the standards outlined below, or to commit to the required effort in participation are expected to stand down to make way for new appointments



# Road Captains

Road Captains must fulfil the following minimum requirements:

1. All Road Crew are **encouraged** to undertake some form of advanced rider training ***whether or not they complete a qualification***. This could take the form of an IAM or ROSPA advanced rider course, or the Lincolnshire Road Safety Partnership Performance Plus and/or Smart Rider courses, or any other course teaching advanced riding techniques. While **this is not compulsory** for any of the Road Crew, there is a clear correlation between those skills acquired during this sort of training and making you and those around you safer on the roads and the Chapter has a preference for a minimum 6 weeks certified advanced training
2. Attend a professionally delivered first aid training course, and enrol on any necessary top-up courses identified by the Safety Officer to maintain competence
3. Actively organise and promote a minimum of two one-day ride-outs throughout each season
4. Regularly volunteer with support, and encourage the events of other members of the Road Crew and Activities Officer(s)
5. Attend regular Road Crew Meetings as organised by the Head Road Captain (HRC)
6. Actively welcome and introduce new members at Chapter Meetings and their inaugural ride

# Road Marshals

Road Marshals must fulfil the following minimum requirements:

1. Assist the Road Captains in marshalling ride-outs promoted by Lindum Colonia UK Chapter
2. Assist other Chapter Officers in running Chapter events
3. Demonstrate their commitment and enthusiasm every year by actively assisting in the organisation of two UK based Ride-Outs
4. Demonstrate the ability to act as a team member for the good of the Chapter and actively welcome new members
5. Attend a basic first aid course
6. All Road Crew are **encouraged** to undertake some form of advanced rider training ***whether or not they complete a qualification***. This could take the form of an IAM or ROSPA advanced rider course, or the Lincolnshire Road Safety Partnership Performance Plus and/or Smart Rider courses, or any other course teaching advanced riding techniques. While **this is not compulsory** for any of the Road Crew, there is a clear correlation between those skills acquired during this sort of training and making you and those around you safer on the roads and the Chapter has a preference for a minimum 6 weeks certified advanced training
7. Within two years of appointment each Road Marshal will be reviewed by the HRC and consideration given to onward development

# Tail-Enders

1. With groups of 10 or more riders we should **ALWAYS** have **TWO** tail-end riders (Tail-End Charlie (TEC) and Sweeper) wearing Hi-Viz vests at the back of the ride to provide a safety warning to following traffic. Riders on Glides or other faired machines are strongly recommended to display an hi-vis bra on the fairing to enhance visibility.

2. It must be remembered that the onus is on the tail-end riders to inform the leader when it is safe to proceed. Consider riding to the front to inform the leader the group is safe to leave. When leaving busy car parks **BOTH** tail-enders should ride to the front to assist the group in leaving safely

3. If there is a problem on route both TEC and Sweeper should stop to ascertain the issue. As soon as the TEC has the information needed they should re-join the group, and may need to ride up to the front to inform the leader

4. Use a suitable approach warning to alert the drop-off and allow the dropped off rider to re-join in front of you—unless safety considerations force you to pass them. If this happens, slow down, move to the left and give them an arm signal to overtake you

5. **Do not** allow a large gap to develop between you and the last rider in the group. The whole point of the tail-enders is to protect the rear of the group and marshal the drop-offs safely back into the group ASAP, keeping the group together and making progress. Allowing a large gap to develop has the knock-on effect of increasing the speed of the tail in order to catch up with the group!

6. **The position of trikes** in the group should be agreed prior to the start of the ride and the trike riders and road crew briefed. The option in use at the moment is for the trikes to ride behind the sweeper. At times when sight of the trikes is lost then the Tail end road crew will adopt the buddy system with the trikes. During large ride outs involving visiting riders, such as the Concursum, the trikes will ride in the group. They will however, start off just in front of the TEC so there should be no need to use them as drop offs.



# Event Planning

## **Organising Ride-Outs:**

The Road Crew will hold a planning meeting each year chaired by the HRC (or his nominated deputy) when all Road Crew are asked to nominate which ride-outs they would like to run during the coming 12 months. Ride-outs can be a repeated version of old favourites however the chapter thrives on new events and as many suggestions as possible are encouraged from Road Crew and other Chapter Members.

One-day (or part-day) UK based ride-outs are the most important events for the Chapter and Road Crew are all expected to organise at least two and assist with others throughout the year.

## **Ride-Out Checklist:**

1. Confirm the destination, safe / interesting routes, suitable meeting place, date and time
2. Normally the ride leader should expect to recce the route to confirm road and riding conditions, any difficult junctions / motorway exits, fuel / refreshment stops, accessibility and parking at the destination—and any concessionary ticket prices!
3. If necessary confirm any bookings with hotels, restaurants, shops etc
4. Prepare a short description of the ride-out and send to the HRC for distribution on the website
5. Identify Road Crew that will be assisting with the ride, preferably in advance
6. When preparing your route, speed and any stops consider the stamina of the group, the experience of all the riders and the limits of the various motorcycles. Fuel stops ALWAYS take longer than expected—especially on the continent—so encouraging the passengers to pay and sharing pumps will speed things up
7. Before you leave home make sure you have plenty of fuel and have made your “Pre-Ride” checks—you really don’t want to be the one holding things up!
8. If you find for any reason that you are not able to lead the ride, it is YOUR responsibility to seek alternative arrangements and/or cancel the ride
9. The Ride Leader should invite someone on the ride to do a write-up for the Chapter’s Magazine—“The Imp”

## **Overnight and Foreign Ride-Outs—Additional Checklist:**

1. Prepare itinerary and other details to circulate to members signing up for the ride
2. Remind participants to bring their passports, tickets, check over their bikes, get EHIC cards, Medical and Travel Insurance docs, breakdown and mobile phone cover
3. If there is a long lead-time before the event consider reminding participants of the starting date and time of the pre-ride briefing a weeks or so before departure

# Pre-Ride Briefing



1. Introduce yourself and the TEC and Sweeper to the group
2. Welcome any new members
3. Check everyone has signed the Release Form, including the 'Guest' and 'Child' forms where necessary
4. Describe your route and destination—briefly! Explain the use of the Hi-Viz Vests (and where used the wind-shield banners) to identify the Road Crew. Consider the need to alert riders to the possibility of Road Crew needing to overtake them from time-to-time
5. Check that all riders are familiar with the “drop-off” system—if not nominate your Road Crew to explain the process, and if the rider(s) are still unsure request them to stay between the TEC and Sweeper
6. If no drop-off has been placed and you believe that one may be needed, you may drop yourself off, however be careful as the rider behind you may not be expecting you to pull over
7. Check that everyone has a full tank and empty bladder
8. Ensure your Road Crew have a copy of the route planning sheet
9. Lead and Tail-Enders should ensure that they have each others mobile phone numbers
10. Line up your gathered group of riders—the onus is on the TEC and Sweeper to notify the Ride Leader when it is safe to proceed, by whichever method is most appropriate
11. Any Road Crew within the group should feel free to encourage a safe formation and progress within the group
12. Remind riders that normal staggered riding does not involve overtaking—except occasionally by Road Crew.
13. The Ride Leader should explain what will happen if someone needs to pull over with a problem (the Sweeper will stop to check and take appropriate action, etc)
14. **Trikes:** In the interest of group safety it is essential that any trikes in the group are clearly directed as to where they should run. Trikes will ride behind the TEC and Sweep, with TEC and sweep using the buddy system to keep the trikes in sight. Road Crew know prior to the start of the ride where the trike(s) will be positioned. If a trike rider is a member of the road crew they can ride as TEC.
15. The Ride Leader should **always finish his briefing with the H.O.G.® 'Prayer'**



# During the Ride

1. Start off at an easy pace to allow everyone to catch up and settle in
2. Check your mirrors regularly to see what is happening in the group
3. If you have to stop, try to get the whole group off the road
4. Advanced riders are trained to minimise their braking. However, if an inexperienced or unknown rider is following you, consider applying your brake gently to warn them you are slowing down—it may prevent them from running into you or entering a bend too quickly
5. At night, ask riders—other than the tail-enders—with passing lights or day-time running lights to turn them off as they may blind / distract other road users
6. We ride in a mainly rural area and horses may be frightened by motorcycles. Good practice when horses are on the road is to roll-off the throttle, reduce speed / coast past; give the horse a wide berth. Unless the group stops do not stop your engine—restarting while moving is dangerous. If the horse is agitated and the group stops, turn off your motor and ensure that the horse can see your **full face** by whatever means appropriate for your helmet type
7. After a series of junctions, traffic lights or town centres consider the need to re-group. This may be by reducing the pace until you have sufficient people behind you, or in an extreme case by pausing the ride but in this case ensure that the whole group can pull over and stop safely—for example in a large layby. You may need to drop a marker at the layby entrance to show the group behind that you have stopped
8. Any member of the Road Crew who sees someone riding dangerously should take steps to correct the situation. Signal people to slow down, move over, drop back etc. Riders who ride in an inconsiderate way may not require immediate action, but may benefit from appropriate feedback later. Always remember though that you are there to assure the safety of the ride, not to teach people how to ride
9. **If you need to give safety feedback, keep the following in mind:** Many people find it difficult to accept criticism of their riding so it is best for two Road Crew members to have a quiet, private and constructive talk with the rider in a relaxed atmosphere. One can do the talking while the other provides support. Stay calm and non-confrontational. Start with a positive remark about their riding in general. Ask if they are aware of the issue/incident and what they thought about it. If necessary explain what they could have done better, or instead. End with a smile and another positive remark about the rest of their riding
10. At junctions encourage other riders, by your example, to make the best use of all of the available road space
11. When you make a stop, or reach your destination, ensure everyone knows what time you will be leaving
12. You may need to allow for people wanting to leave the ride on the way back. A good way of dealing with this is to discuss people's intentions and then decide where the ride will be deemed to have ended (if not back at the start point). You can then let everyone know that when the ride reaches that point there will be no further drop-offs. If individuals wish to leave before the agreed point, they **MUST** inform the Tail-Enders of their intentions. It may be best for them to ride either between the Sweeper and TEC, or behind the tail-enders to the point at which they will be leaving

# Motorway Riding

1. While leading a ride on a motorway maintaining an appropriate speed throughout the group is vital for keeping the group together—speed is your only control on how spread out you become—and the longer you are on the motorway the more apparent this will become
2. Use your mirrors and try to monitor the Tail-Enders to give an indication of how split the group has become. To assist this it may be possible for the ride-leader to occasionally swap lanes to change the field of view, but ensure that the group is aware you may do this before-hand or the result will be chaos behind you
3. While overtaking on motorways again **consider the group behind you**. Ensure you keep up sufficient speed when filtering back into lane 2 to allow following members to safely filter in behind you. Sharply dropping back below the speed limit after an overtake endangers the safety of riders stuck out in lane 3
4. Riders should be encouraged to overtake individually without blocking the carriageway by riding in a 'snake' pattern
5. When approaching your exit from the motorway, you will need at least one mile to bunch the group, and if dropping a marker on the exit slip is not possible you must ensure that this is done to avoid part of the group missing the exit
6. When approaching motorway junction slip roads consider moving into lane 2 to avoid a clash with traffic joining the motorway into lane 1
7. Inform the group ahead of time if there is a possibility of toll booths, and ensure that everyone has cash ready to speed up processing. *(Note that paying by automated credit card in France will result in the toll being deducted at the standard CAR rate)*
8. In some European countries you have to purchase a permit (vignette) for the motorway BEFORE entering. Pre-check on the internet with the tourist office of countries you intend to visit
9. **Emergency Breakdown Procedure on Motorways:** The two Tail-Enders should stop and address the problem, one remains with the breakdown, the second will ride to the front of the group to alert the leader. The group should continue to the safety of the next exit and telephone the sweeper at the breakdown for an update



# Accident/Breakdown

## Take Control—Delegate:

### Secure The Scene, Get Assistance, Provide First Aid

1. **Secure The Scene:** Grab the nearest riders—Road Crew members if possible—to warn approaching traffic from both directions. If possible, use bikes as a barrier. Ask riders to activate hazard warning lights. Marshals wearing tabbards can re-direct traffic once they arrive at the scene
2. **Get Assistance:** Appoint someone to make a 112 call—this works in the UK as well as Europe and is recommended as it allows the Emergency Service to pinpoint your mobile phone's location
3. **Provide First Aid:** Attend to breathing and bleeding until help arrives. Usually a casualty is kept still. However, in some circumstances such as fire or spilt acids it may be necessary to move them to prevent further possibly fatal injuries—the rules of least harm—to them and/or those helping them. If someone is injured and has to go to hospital then get a volunteer to follow on their own motorcycle if possible. Get the name and if possible the telephone number of the hospital
4. **Assist With Aftermath:** Make a note of the scene—take photographs if possible, witnesses, casualties, hospital, bike recovery arrangements. The Police will often arrange for a damaged motorcycle to be removed. If not then contact the local HD dealership for help. Once the emergency has been resolved it may be treated as a breakdown
5. **Inform The Leader:** The Sweeper should make their way to the front and inform the leader. Do so calmly and safely and avoid the 'red mist' - one accident is more than enough

**Consider your options:** Once alerted to a breakdown the leader should stop the ride somewhere safe and either speak to the Sweeper by mobile phone, go back, or ask the TEC to go back, and get an update. It may be possible to fix the problem at the roadside using available tools and knowledge. If the delay is likely to be more than a few minutes or a recovery vehicle is called then consider using the time to fuel the group up or take a coffee break.

**Deadlines** e.g. Channel Crossings: may make it necessary for the group to move on and leave a rider behind. Consider asking for a volunteer to stay with them until a recovery service arrives. An experienced rider may be happy to be left alone in a safe location but never leave a vulnerable rider alone beside the road. Ensure the rider knows the route and/or has a map in case the recovery gets them mobile again.  
An accident form must be completed where the Emergency Services are required to attend during a Chapter Ride-Out and may be required when the Road Crew aids Chapter Members or the general public in terms of breakdown or minor first aid dependent upon severity.  
It is the Lead Road Captain's responsibility to determine the need and completing the form.  
The Chapter Director should be told of the incident promptly and the accident form given to him without delay.

Emergency Phone UK / EU: 112

Robin Hood Harley-Davidson: 0115 896 7777

# Riding in Europe

EU countries have their own sets of requirements and regulations, which **change from time to time**. Some of them are quite surprising and catch you out. For example:

- It is illegal to ride in Belgium without **long sleeves, boots that cover the ankle and full finger gloves**
- It is illegal in France and Switzerland to use a **SatNav** that reveals speed camera positions
- It is illegal to ride in Spain with ear pieces or use bike-to-bike communications
- The German police will inspect and impound your bike if your **pipes** are louder than the specification printed on them
- In Germany it is illegal to **filter**—though in practice people do, and cars/trucks are very good at allowing you room as a rule
- **Radar Detectors** are illegal everywhere in the EU—except the UK!

Whether you are riding your bike to a EU country for just a day or for a long holiday, make sure you take the following:

☑ A valid **passport** (are you sure it's not expired?)

☑ A valid, full UK **driving licence** (are you sure it's not expired?)

☑ A **UK Sticker** clearly displayed on the back of your bike—unless you have a Euro-plate

☑ Your **Motor Insurance Certificate** (are you sure it covers you for driving abroad in the area(s) you are visiting?)

☑ Your **V5 Vehicle Registration** document (it must be the original)

☑ A Valid **MOT Certificate** (if applicable)

☑ **Headlamp Dip Converters** so that your “left-hand dipping” headlight does not dazzle motorists approaching you on your left (unless you have Daymaker LED headlamps)

☑ A **Hi-Viz Vest** for use if you break down (you do not need to wear it when riding)

☑ **European Breakdown Recovery** (not compulsory, but very expensive if you break down without it)

☑ A **breathalyser** when riding in France (a pack of 2 required and must be type approved for France)

And if you are planning on using Swiss or Austrian Motorways you must pre-buy a **permit** (vignette). They last for 12 months and are checked by ANPR cameras—without one you will get fined and then be forced to buy one anyway.

Remember it is always the responsibility of individual riders to ensure they are up to date. Useful resources are:

[Driving abroad to Europe and beyond | AA](#)



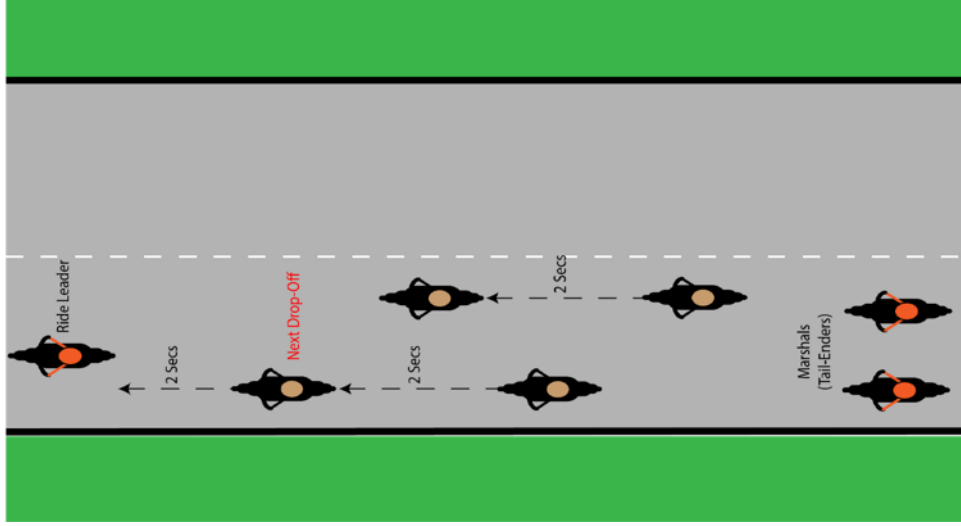
# New Members - Group Riding

## Guidance for briefing NEW Lindum Colonia UK Chapter Members

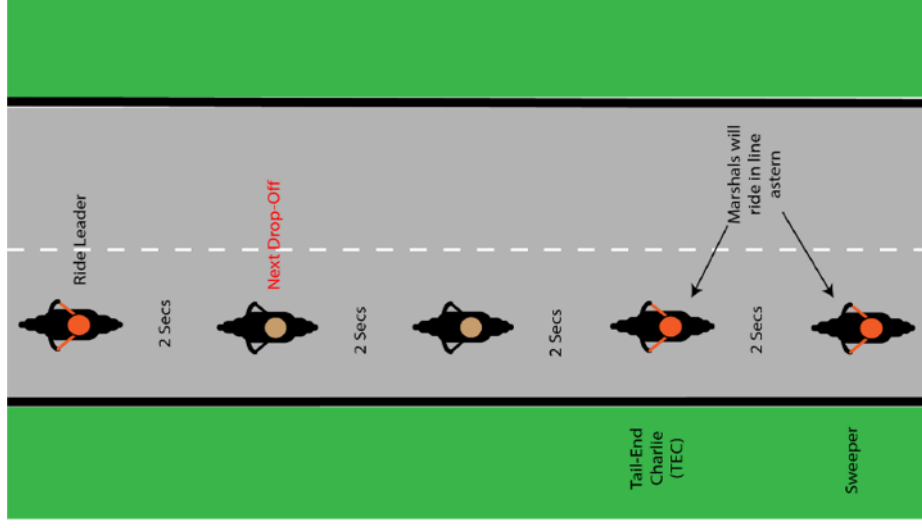
1. **Meet The Group:** with a FULL tank of fuel and an empty bladder. Cash/credit cards and waterproofs are useful as most summer rides exceed 100 miles. On longer rides fuel stops are made at (around) 80-100 mile intervals to allow for Sportster Riders
2. **If You Are New:** ask for the Road Captain or Road Marshals organising the ride to brief you on the group riding techniques and drop-off system
3. **Pre-Ride Briefing:** Pay attention; find out who is leading and who are the tail-enders. Whenever possible we use two marshals at the back, the Tail-End Charlie (TEC) and the Sweeper. If there is a problem one of these marshals can ride to the front of the group to inform the Ride Leader. Marshals will be wearing Hi-Viz jackets. Always note the final destination
4. **Riding In A Large Group:** H.O.G.® groups ride two bikes abreast in a staggered formation where possible. Leave a 2 second gap (4 seconds in wet weather) between you and the bike in front of you. Look ahead as far down the group as possible to avoid the risk of panic braking. Keep checking your rear-view mirrors and always use your 'Lifesaver' checks before changing direction. Manoeuvre into a single file on narrow or twisty roads. Don't allow a large gap to develop between you and the bike in front—you will cause the group to bunch-up behind you. If you have a problem raise your hand at a stop and a marshal will assist you. Point to your tank if you are low on fuel and to your mouth if you need food or a convenience stop
5. **The Drop-Off:** If you are the bike behind the leader **be prepared**—you will be expected to '**drop off**' at the next point at which the group need a way-marker, which the Ride Leader will indicate. In general, if the Road Captain turns **left** he will indicate decisively at the kerb **prior to the turn**. Pull over, point left to indicate the direction of turn and wait until you see the tail-enders. Keep waiting even if it seems a long time! The tail-enders will indicate to you to re-join the group just ahead of them and slow down to let you do so if possible. Similarly for right turns, the Road Captain will indicate decisively to the nearside kerb as you **enter the right turning**. Stop as close as possible to the junction so you are clearly visible. Same rules apply to roundabouts etc (see diagrams towards back of booklet).
6. **Problem Stops:** Riders in front of you may slow down and stop for no apparent reason! If they are experiencing mechanical problems or are about to go onto reserve a hand signal may not be possible. Should the group need to stop in an emergency please try to slot into single file without blocking the road. The last two riders should activate their hazard signals to warn other traffic. Please ensure your **passengers dismount kerbside**. You are responsible for their safety, as well as your own at all times.

# Staggered Formation

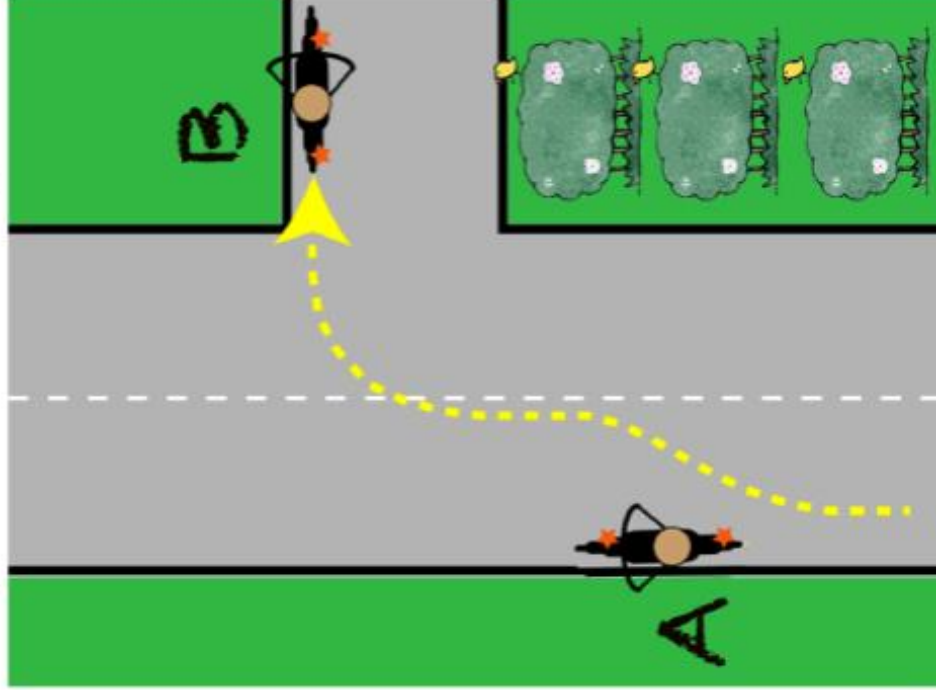
# 'B' Roads - Single File



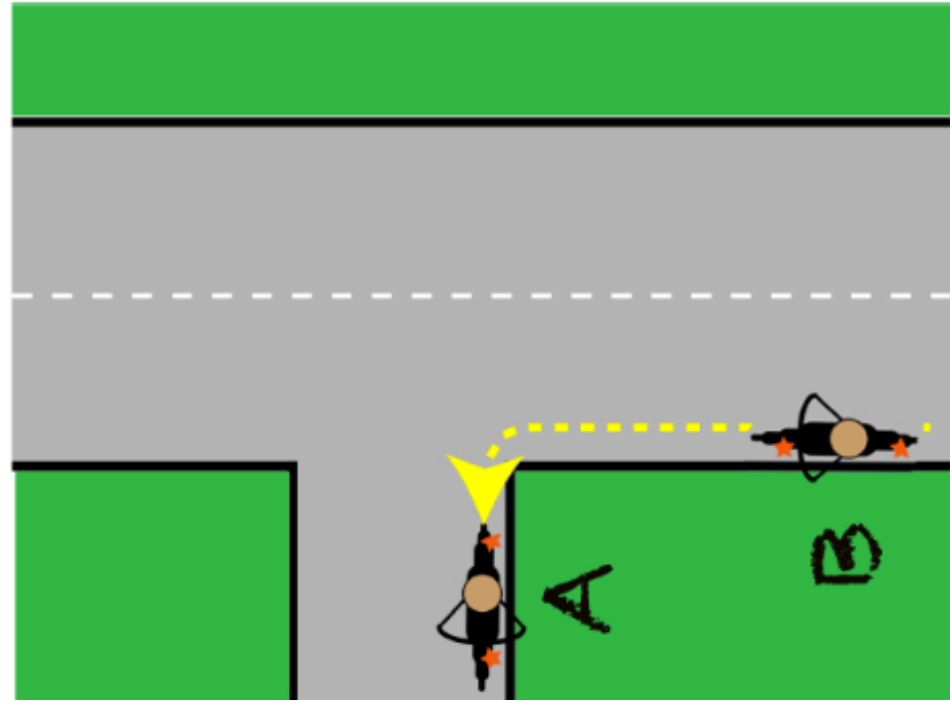
Look out for  
the Hi-Viz  
Jackets



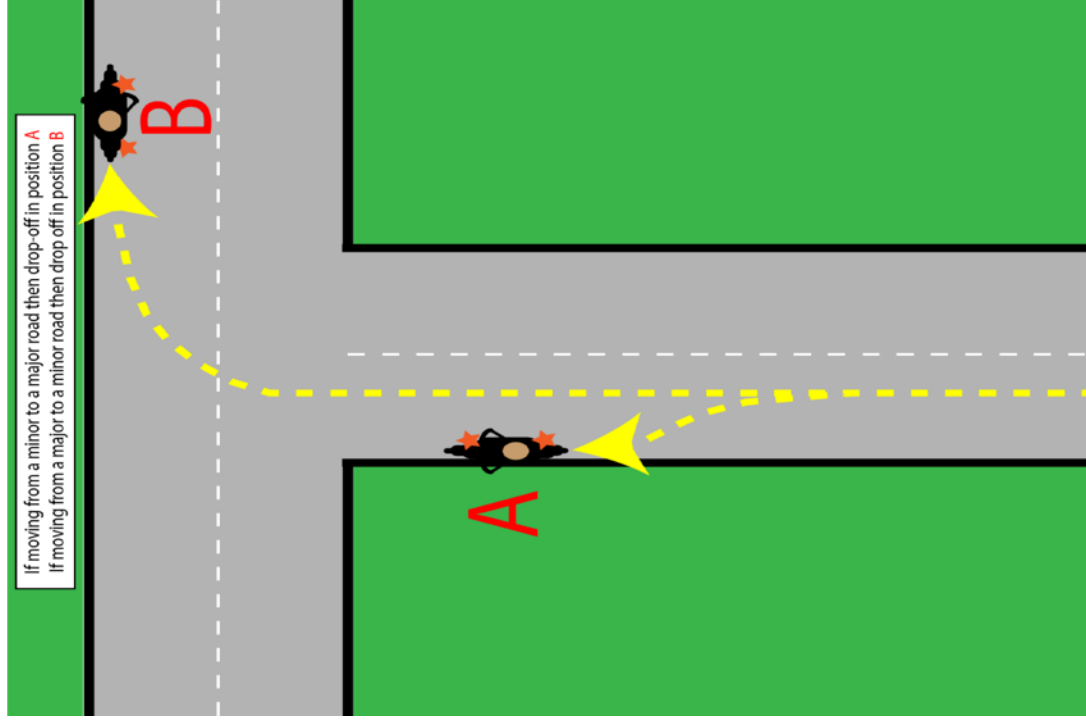
Right Turn Drop-Off



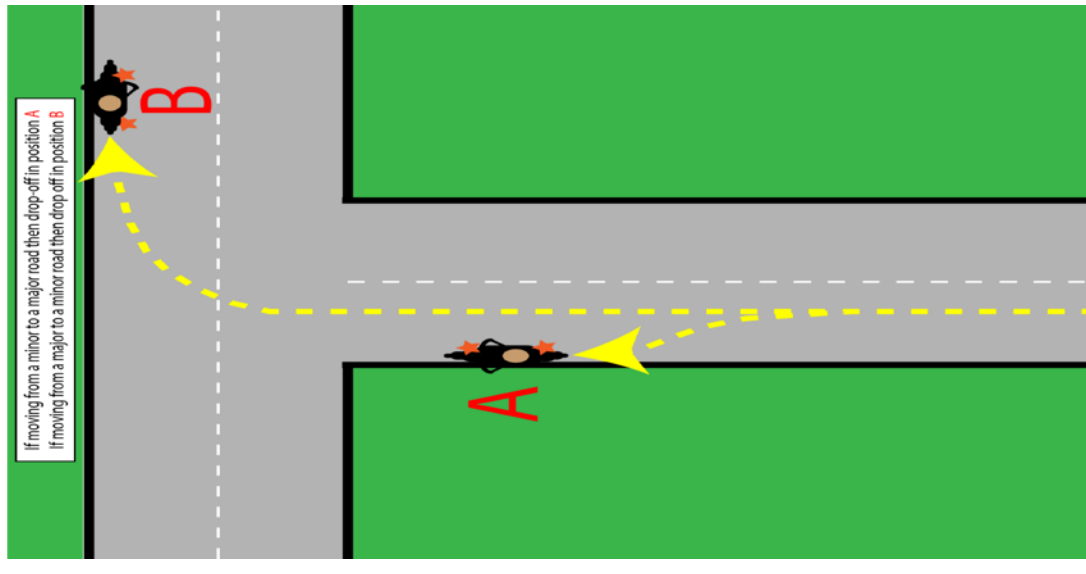
Left Turn Drop-Off



# T-Junction Drop-Off



# T-Junction Drop-Off







### ***The Final Word***

*Lindum Colonia Road Crew are essential to the safe and enjoyable riding of Chapter Members, and are deservedly respected for what they do. It also means that they are under constant observation by the membership and must consistently set a good example. However, no-one is infallible, we all make mistakes. We can only do our best and try to improve, so we should be constantly ready to look and learn from the rest of the team. Above all, for the sake of all our members, we need to remember that we are riding for fun—and we must not take the fun out of riding!*

### **Sponsored by Robin Hood Harley-Davidson**

401 Meadow Lane, Nottingham NG2 3GX

T: 0115 896 7777

[www.robinhoodharleydavidson.com](http://www.robinhoodharleydavidson.com)

