

CVMA 27-2 Briefing Card

Front

Can be printed on a business-sized card

GROUP RIDING BRIEFING CARD

1. Welcome & introduce team
2. First Aid, Crash Kit, tools
3. Itinerary, route, maps, GPS
4. Electronic communications/phone #s
5. Separation from the group
6. Staggered / single file
7. 1-second rule, 2-second rule
8. 2500 RPM in the curves
9. Hand (Special) signals
10. Front to back lane changes
11. Planned speeds in *straights*
12. About blocking
13. Filling blocker gaps
14. Tail Gunner honk for blockers
15. Trikes single-file to the right
16. Passing
17. Newbies up front vs. blocking
18. Emergency flashers and high beams
19. Parking plan/debrief
20. Pull out plan

HOW TO USE THIS CHECKLIST: It is NOT necessary to brief every item on this checklist. Its purpose is to have a quick reference reminder of all of the POTENTIAL subjects the Leader may choose to brief. (Business card size)

1. Welcome & introduce team: Welcome riders explaining any importance/significance of the ride. Introduce other Road Captains, Tail Gunners, and any other on-road leadership positions. Discuss any sub-groups.

2. First Aid responders, mechanics and Crash Kit/First Aid kit: Ask if there are any First Aid/EMS/EMT qualified riders and ascertain if they are willing to help in the event of injuries during the ride. Assign someone to carry any Crash Kit or First Aid kit and to distribute the items as necessary in any event they become necessary. Knowing who your motorcycle mechanics are or even just who has what tools (SAE/Metric, etc.), can also be very helpful.

3. Outline itinerary/route (Maps -GPS files): This can be your longest briefing item by far. Ride Plans posted to the Chapter Google Group, where they can be printed, will save you a lot of briefing time. Including mileages, planned stops, gas/restroom/refreshments available at the stops, makes everyone feel they are "in the know" (comfortable), answers most questions, provides a recovery plan for separation, and gives the small bladder riders the info they need. Nowadays, GPS files with the route available, on-line before ride date, are becoming more common and are easier to follow than even printed maps for riders with GPS.

4. Electronic communications/phone #s: Discuss any electronic communications available, such as channels to be used or on-road contact telephone numbers. Bike to bike communications are clumsy at best. For separation/breakdown situations, consider a central contact number of someone not on the ride who is tasked to call the appropriate leadership riders when they have received separation/breakdown help calls.

5. Separations: Unintended separations from the group do happen. Portions of the group may get caught at a light and riders sometimes have issues that force them to separate from the group. Those that find themselves temporarily in the lead or individually separated need only continue the expected route. This is another reason printed maps and/or Ride Plans are recommended. Tail Gunners normally stop to assist riders with urgent issues. See briefing item **Electronic communications/phone #s**.

6. Staggered vs. single-file: Staggered formation is the norm. There may be times when the leader signals for single-file. Remember to always "Ride your own ride" and go single file temporarily if you feel you are in over your head to safely ride staggered.

7. 1-second rule / 2-second rule: Discuss the 2-second and 1-second rules. Requesting that the group "keep it tight" is reasonable. However, never allow yourself to be quoted requesting less than these two RULES. Inclement weather or road conditions may dictate increasing these following distances.

8. 2500+ RPM curve technique: If a group becomes too tight a simple brake light illumination can create a domino effect. Rapid speed adjustments are common on curvy roads causing the group to become too tight sometimes. By maintaining a gear selection that allows you to stay in the 2500-2800 RPM range, engine braking will eliminate the majority of the times brakes are needed in curves.

9. Review special/expected hand signals: Review any less used hand signals expected on the ride. Any special signals specific to our Chapter should also be reviewed. Make them distinctive as possible. Similar signals should be pointed out to avoid confusion.

10. Front to back lane changes: ALL lane changes are begun from the front of the group. Change lanes ONLY when/after the rider in front of you changes lane. The Tail Gunner is the ONLY exception. Whenever a Leader blocks for lane changes or passing, all riders are expected to pass the Leader and ride single file in the *right* track until signaled to resume staggered formation.

11. Speeds in straights: Discuss the speeds the group can expect. These should, however, be limited strictly to straight sections of road. Never allow yourself to be quoted suggesting excessive speed in curves.

12. About blocking: Discuss your blocking preferences if you elect to have blocking. Like all motorcycling, there are risks associated with blocking. Each individual rider needs to evaluate whether they are prepared for any *additional* risk associated with blocking. Blocking is strictly 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. Blocking assignments may be Static Blocking or Rolling Blocks.

13. How to fill blocker gaps - back to front: Gaps created in the group by vacating blockers or riders leaving the group, should be in the same track (left or right half of the lane), moving straight forward, NOT by crossing tracks. Expect the rider in front of you diagonally to wave you up to pass him/her. If there is no signal from this rider, consider a short beep of your horn, before moving up to fill the gap.

14. Tail Gunner honk for blockers: One of the biggest issues for blockers paying attention to the traffic they have stopped, is knowing WHEN the group has passed entirely. One technique that works well is for the LAST (in the event there are sub-groups) Tail Gunner to provide a full 1-2 second blast from their horn as they pass the blockers. It is recommended that Tail Gunners provide a sample blast during the briefing for recognition purposes.

15. 3-Wheeled bikes go single file recovering blockers: While/when recovering blockers back into the group, trikes in the rear of the group should ride SINGLE FILE in the RIGHT track (right hand side of the lane) to allow blockers to pass on the left to fill the appropriate track IN FRONT of the trikes (just as the Tail Gunners do during blocker recovery). 2-second rule applies. Any cages (support cars and/or trucks) should ALWAYS be a separate sub-group.

16. Passing: Pass one at a time, SINGLE FILE, until past the vehicle. Allow room behind you for other passing riders. Resume staggered positions. Use common sense regarding WHEN it is safe for you to pass. If the leader passes and signals you to pass him/her also, pass him/her without delay and assume single-file positions in the **RIGHT** track to allow leader to pass the group and re-take lead position.

17. New rider placement: If there is not a new rider/slower rider sub-group, consider having newer riders placed near the front of the group. This allows for the greatest number of experienced riders to observe and later debrief newer riders. Keep in mind, however, that placing new riders near the front may complicate blocking assignments. Discuss your preference.

18. Emergency flashers and high beams: Emergency flashers not associated with blocking, should NOT be used in the normal course of group riding. Emergency flashers mask any turn signal intentions, may be distracting to other riders, and often are misinterpreted. Unless briefed otherwise, leave these OFF for normal group riding. Normally only the Leader and Tail Gunner (daylight only for Tail Gunners) run with lights on high beam. Tail Gunners running high beams help the leader pick out the Drag/Sweep/Tail Gunners from the crowd during daylight hours.

19. Parking plan/debrief: Have a plan for parking. Most parking should be planned for an area that will accommodate the size of your group - often further back from the "front" of available parking. Parking in a closed-up stagger (2 bikes side by side) in a row (generally the same order front to back) or

in sequence side to side (a cop favorite) is best. This will also facilitate pull-out after the event. A good parking plan always includes a short ride debrief to correct any ride deficiencies.

20. Pull-out plan: Whether it is the initial pull-out for the ride or the return pull-out, briefing pull-outs avoids SNAFUs (the motorcycle version of pushing, crowding, and shoving) and avoids riders being out of the sequence you want. It also LOOKS a lot better.

CVMA Briefing Card - Back

AFTER RIDE DEBRIEF

1. What went well with the ride?
2. What about the ride needs improvement?
3. Take notes about the ride.

MOTORCYCLE CRASH

Leader stops the group
in the safest location available

1. **TAKE CHARGE AND ASSIGN OTHERS TO:**
2. **Call 911.**
3. Safely help **control traffic.**
4. **First Aid response. DO NOT MOVE RIDER OR HELMET.**
5. **Take notes.** If possible question injured party regarding medications and allergies.

AFTER RIDE DEBRIEF

1. What went well with the ride? Ask what went well with the ride. Ask if the group was able to complete the ride as they understood the pre-ride briefing plan. These two questions will also help the group to feel more comfortable discussing the debriefing item number 2 below.

2. What about the ride needs improvement? This item is the "meat" of the debrief. This is where you can find out what your riders had concern with. Encourage riders to speak up, but discourage finger pointing at individual riders. Correcting individual riders should be done by the Leader, Tail Gunner, or Safety Officer, PRIVATELY.

3. Take notes about the ride: As soon as practical, write down both the positive remarks and any critiques of the ride to help remember and re-enforce what worked and *correct* what didn't. Make the necessary changes for your next ride briefing.

MOTORCYCLE CRASH

Leader stops the group in the safest location available

1. Take charge and assign others: Take charge and *direct* help rather than becoming distracted in any one task to the detriment of the others' tasks that deserve individual attention. Assign *others* to concentrate on one task each. Assigning others will cover all the bases quickly, and allow you the opportunity to quickly respond to any further needs as they may occur. If you have a rider assigned to a **Crash Kit** or even just a First Aid kit, direct them now to distribute the kit items to those that will need them. Example: Reflective vests and traffic flares from the **Crash Kit** to those controlling traffic and the medical items to those providing First Aid.

2. Assign someone to call 911: This is the first item of medical response for a reason. This is the most quickly accomplished task and gets help on the way *while the other response items here are being accomplished*. Assign someone to do this rather than call yourself because, depending on the situation, the call may become too involved and time consuming for the person (you) attempting to direct the remaining emergency tasks. An *assignee* can remain with 911 as long as necessary.

3. Assign others to safely help control traffic: The key word here is "safely." Make sure your assignees do not risk injury to themselves attempting to control traffic. The only thing worse than an injured rider, is MORE injured riders. What you are trying to accomplish is:

1. Avoid getting others hurt
2. Avoid *further* injury to your downed rider
3. Allow a path of access for emergency vehicles
4. Avoid others getting in the way - "*Stand back!*" - keep traffic moving *PAST* the scene if possible.

4. Assign the most appropriate rider(s) to First Aid response: If you have done a comprehensive briefing you have *already* identified those riders most qualified to provide first aid BEFORE THE RIDE. Now all you have to do is activate them. This preparatory item ALONE could save a life. DO NOT MOVE RIDER unless NOT doing so means imminent death. DO NOT REMOVE RIDER'S HELMET.

5. Assign someone to take notes: Again, don't allow yourself to get bogged down doing this yourself - assign it. For your organization's purposes, possible legal purposes, and most importantly medical purposes, notes can be critical. If/while victims are conscious, getting notes regarding medication used by the victim and any allergies to medications they may have, is important information to pass to emergency personnel in the event the victim loses consciousness. Don't forget the more mundane items; place, time of day, weather, etc.

Brief it, and they will do it