



WINNIPESAUKEE H.O.G #2529

HEAD ROAD CAPTAIN RESPONSIBILITIES

- **Reports to Chapter Manager, Director and Assistant Director**
- **Works closely with Assistant Director**
- **Works closely with Chapter ride committee**
- **Assists Safety Officer and Assistant Director in training Road Captains**
- **Works with Assistant Director and Safety Officer to ensure Chapter Alcohol and substance usage written guidelines are known to all Road Captains and communicated to riders at every drivers meeting of every ride.**
- **Trains all Road Captains on Winnepesaukee H.O.G. #2529 Policies and Procedures for Chapter rides.**
- **Works with Assistant Director and Safety Officer; ensures that Road Captain Hand Book is up to date. Any updates or changes must show date of change and a copy of the updated document sent to Chapter Manager.**
- **Assists in obtaining signed release forms for chapter rides.**
- **Collects or delegates collection of ride attendance sheets. Makes sure they are forwarded to Secretary. This ensure chapter members receive their "More Than Rewards" LHD Sponsored benefit for being active in the Chapter as well as the Dealership.**
- **Ensures Injury and Incident reports are completed and sent to the Secretary and Safety Officer within 24 hours of incident. (Sooner if possible)**
- **Acts as a guide for organized, large chapter rides.**
- **Works with Chapter Manager on planning and staffing Dealer Led rides.**
- **Works with Laconia Harley Davidson Riding Academy Manager on planning and staffing new rider (Mentor) rides.**
- **Reports any Injuries or incidents where damage has occurred, by cell phone to the Chapter Manager as soon as possible. (603)-677-6099. If Chapter Manger does not respond within 8 hours contact the General Manager of Laconia Harley Davidson to report incident to him.
(407) 702-7230**
- **Be Professional and Responsible Leader on all Chapter/Dealership rides and events. Lead by example!**

And any other requests from Chapter Manager and Sponsoring Dealer General Manager

RIDE SAFE RIDE OFTEN AND LEAD BY EXAMPLE.