



ANNEXURE A

RULES AND REGULATIONS FOR MARSHALS

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1. DEFINITIONS:

The following terms shall have the meanings assigned to them hereunder and the rule headings are for the purpose of reference only and shall not be used in the interpretation of these rules unless a contrary intention clearly appears, namely –

- 1.1 Biker Buddy means a person more fully described in terms of Rule 4.5;
- 1.2 Chapter means the Harley Owners Group Pretoria Chapter #6811, being an association incorporated in terms of section 21 of the Companies Act, with registration no. 006/000303/08;
- 1.3 Code of Conduct means the code of conduct as more fully set out in By-Law 23 of HOG Pretoria Chapter;
- 1.4 Exco means the executive committee consisting of the Primary Officers, the Sponsoring Dealer and the head road captain
- 1.5 Duty Road Captain means a person more fully described in terms of Rule 4.3;
- 1.6 Exco means the executive committee consisting of the primary officers as described in the by-laws of the Chapter, the sponsoring dealer and the head road captain;
- 1.7 Head Biker Buddy means a person more fully described in terms of Rule 2.4;
- 1.8 Head Lead/Sweep means a person more fully described in terms of Rule 2.3;
- 1.9 Head Road Captain means a person more fully described in terms of Rule 4.2;
- 1.10 Head Safety Officer means a person more fully described in terms of Rule 2.5;
- 1.11 Learner Marshal means a learner biker buddy or a learner road marshal or a learner safety officer;
- 1.12 Marshals Committee means a committee consisting of Road Captains, Road Marshals, Leads and Sweeps, Biker Buddies and Safety Officers;
- 1.13 Marshals Leader Forum means a meeting consisting of Road Captains, Head Lead/Sweep and Head Biker Buddy;



- 1.14 Road Captains Forum means a meeting consisting of all Road Captains;
- 1.15 Road Marshal means a person more fully described in terms of Rule 4.4 ;
- 1.16 Road Marshal Committee means a meeting consisting of the Road Captains, Road Marshals, Head Lead/Sweep and Head Biker Buddy;
- 1.17 Rules mean these Rules and Regulations for Marshals;
- 1.18 Safety Officer means a person more fully described in terms of Rule 4.6.

2. MARSHAL STRUCTURE

- 2.1 The Head Road Captain will be in charge of the Marshals Committee, Road Marshals Committee and Road Captains.
- 2.2 The Road Captains will be in charge of the Marshals.
- 2.3 A Head Lead / Sweep will be in charge of a group of Pack Leaders and Sweeps.
- 2.4 A Head Biker Buddy will be in charge of a group of Biker Buddies.
- 2.5 A Head Safety Officer will be in charge of a group of Safety Officers.

3. MARSHAL CRITERIA

- 3.1 Only fully licensed riders (full driver's license), who are in good standing as H.O.G. and Chapter members, will be considered as members of the Marshals Committee.
- 3.2 The Marshals Committee sets the example to the Chapter members of acceptable behavior and conduct as specified by the Chapter Code of Conduct.
- 3.3 Marshals must be committed to uphold and enforce the Code of Conduct of the Chapter.
- 3.4 The Marshals Committee is seen as the ambassadors of the Chapter to the public.
- 3.5 The Marshals Committee must proudly wear their colours to any Chapter events and when representing the Chapter at other forums.
- 3.6 It is not compulsory for the Head Pack Leader / Sweep, Head Biker Buddy, Head Safety Officer or any member of their teams to be a qualified Road Marshal

4. DUTIES AND RESPONSIBILITIES OF MARSHALS:

4.1 General



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- 4.1.1 The Marshal's Committee shall meet at a minimum on a bi-monthly basis. Agendas will be issued and minutes kept by the Chapter office. Marshal Committee meetings are open meetings and any Chapter member may attend such meetings.
- 4.1.2 The Road Marshals shall meet at a minimum of once every two months on the alternate month to the Marshals Committee meeting. Agendas will be issued and minutes kept by the Chapter office. Road Marshal meetings are closed meetings and only Road Captains, Road Marshals, Chapter directors and the Chapter registrar may attend such meetings.
- 4.1.3 A quorum of any meeting of the Marshals shall be any 5 members but this number must include the Head Road Captain or his nominee. All decisions made at an official meeting should be put to the vote. In the event of a vote deadlock, the Head Road Captain, or in his absence, his nominee, shall carry an extra, casting vote.
- 4.1.4 The appointment as a Marshal may be terminated either by resignation from his position or may be removed temporarily or permanently either by suspension or termination after a disciplinary hearing as stipulated in Rule 6 of these Rules.
- 4.1.5 All Marshal positions shall be identified on their respective Marshal jackets by appropriate markings to assist all riders.
- 4.1.6 Marshal jackets must be worn while on duty during official Chapter rides and may only be worn while on duty during official Chapter rides.
- 4.1.7 Should marshaling take place with a pillion, both the Marshal and pillion must wear appropriate Marshal jackets, subject to Rule 4.4.3.
- 4.1.8 No Marshal is allowed to consume alcohol while on duty during an official Chapter ride.
- 4.1.9 All Road Marshals shall ensure that they are up to date with the latest decisions taken at Marshal meetings and/or working sessions to ensure that they are familiar with the latest marshaling techniques adopted by the Road Marshal Committee.
- 4.2 **Head Road Captain:**
 - 4.2.1 The Head Road Captain will chair the Marshals Committee, Road Marshals Committee, Marshal Leaders Forum and the Road Captains Forum. A Road Captain, nominated by the Head Road Captain, takes over the role and function of the Head Road Captain in his absence.



- 4.2.2 The Head Road Captain is in charge of all official Chapter rides.
- 4.2.3 The Head Road Captain, with support from the Head Lead/Sweep, Head BikerBuddy and Head Safety Officer, shall manage the duty roster of the Marshals Committee.
- 4.2.4 The Head Road Captain is responsible for Road Captains and for Road Marshals' training and updating the Chapter's guidelines in this regard.
- 4.2.5 The Head Road Captain shall be responsible for pack riding training of new riders, which function may be delegated to the Head Training Officer or other Road Captains.
- 4.2.6 The Head Road Captain shall ensure that new pack Leaders, Sweeps, Biker Buddies and Safety Officers are trained by their respective leaders.
- 4.3 **Duty Road Captain:**
- 4.3.1 A Road Marshal may be nominated as a Road Captain provided such nominated Road Marshal shall have been appointed as a Road Marshal for a period of at least 12 (twelve) months and must have fulfilled at least 30 (thirty) duties as a Road Marshal.
- 4.3.2 The duty Road Captain is responsible to ensure that he has the required number of Marshals for his ride. The difficulty and distance of the ride as well as the pack size and availability of Marshals shall determine the required number of Marshals.
- 4.3.3 The duty Road Captain shall ensure that he is familiar with the route to the venue, and the safety thereof and may change the route at any time in his discretion.
- 4.3.4 The duty Road Captain shall, on the morning of the ride, brief the Marshals and riders regarding the ride.
- 4.3.5 In the event of a rider being under the influence of alcohol or any other intoxicating substance, the duty Road Captain shall prohibit such a rider to participate in an official ride.
- 4.3.6 The duty Road Captain has the authority to suspend the ride, or any rider, in the interest of pack and rider safety.
- 4.3.7 The duty Road Captain will make the decision, based on rider, pack and marshal safety, when marshaling can proceed in the dark or in wet conditions.



4.4 **Road Marshal:**

- 4.4.1 Road Marshals are responsible for the safe riding of the pack.
- 4.4.2 Road Marshals shall assist the Exco in the enforcement of members' adherence to the code of conduct of the Chapter at Chapter functions.
- 4.4.3 Marshaling with a pillion shall be restricted to a regular pillion who has attended a pack rider training session and is only considered for rides other than normal breakfast runs. Road marshaling with a pillion is not encouraged and may only take place at the discretion of the duty Road Captain.
- 4.4.4 The Road Marshals shall obey the instructions of the duty Road Captain.
- 4.4.5 Road Marshals must perform a marshaling duty at least once every month to retain Road Marshal status.

4.5 **Biker Buddy**

- 4.5.1 The Biker Buddy shall ride directly in front of the Safety Officer.
- 4.5.2 The Biker Buddy shall obey the instructions of the Road Captain.
- 4.5.3 The Biker Buddy shall lend assistance to any rider in the pack that require it and assist the Safety Officer in need.
- 4.5.4 The Biker Buddies are responsible for welcoming new members at Chapter functions / rides and integration of the new members into the Chapter.
- 4.5.5 The Head Biker Buddy shall appoint and train candidates, with the approval of the Marshals Leader Forum, to build up a group of Biker Buddies.
- 4.5.6 Biker Buddies shall perform a Biker Buddy duty at least once every 2 months to retain active Biker Buddy status.

4.6 **Safety Officer**

- 4.6.1 The Safety Officer shall ride directly in front of the Sweep.
- 4.6.2 The Safety Officer shall obey the instructions of the Road Captain.
- 4.6.3 The Safety Officer shall lend assistance to any rider in the pack that requires



medical assistance.

- 4.6.4 The Safety Officer shall take control at any accident and direct other Marshals as required.
- 4.6.5 The Safety Officer shall brief new riders, before an official ride, on pack riding etiquette.
- 4.6.6 The Head Safety Officer shall appoint and train candidates, with the approval of the Marshals Leader Forum, to build up a group of Safety Officers.
- 4.6.7 Over and above Safety Officer training requirements as required by the Chapter, a Safety Officer must be a Medical Professional or in possession of a valid First Aid Certificate.
- 4.6.8 Safety Officers shall perform a Safety Officer duty at least once every 2 months to retain active Safety Officer status.
- 4.7 **Pack Leader / Sweeps**
- 4.7.1 The Lead and Sweep shall obey the instructions of the Road Captain.
- 4.7.2 The Lead shall ride in front of the pack, behind the Marshals.
- 4.7.3 The Lead will, in conjunction with the duty Road Captain, set the pace and lane usage for the pack, depending on road conditions.
- 4.7.4 The Lead will point out obstacles and safety hazards to the pack.
- 4.7.5 The Lead will decide, due to safety considerations, as to when the pack uses staggered or single file formation.
- 4.7.6 The Sweep will ride at the back of the pack.
- 4.7.7 The Sweep will protect the pack from behind and communicate with the lead regarding pack behavior and safety concerns.
- 4.7.8 The Head Lead / Sweep shall appoint and train candidates to build up a group of pack Leads / Sweeps.
- 4.7.9 Leads / Sweeps shall perform a Lead / Sweep duty at least once every 2 months to retain active Lead / Sweep status.



4.8 LEARNER MARSHALS

- 4.8.1 Any Chapter member can be recruited or volunteer as Learner Biker Buddies and Learner Safety Officers, as long as they qualify in terms of rule 3 and display both good riding skills as well as good attendance at official rides.
- 4.8.2 All potential candidates have to be approved by the Road Captains Forum before starting training.
- 4.8.3 Duly accepted Learner Marshals shall be required to serve a compulsory learner period, during which they should serve on a minimum of at least 3 x official runs, attend at least 1 x pack riding training sessions and attend the theoretical training applicable to the position the learner marshal is being trained for.
- 4.8.4 Only Road Captains can invite a member or Marshal (other than a Road Marshal) to become a Learner Road Marshal.
- 4.8.5 A Learner Road Marshal, when recruited, must be trained as a Biker Buddy or Safety Officer before becoming a Learner Road Marshal, unless otherwise specified by the Road Captains Forum.
- 4.8.6 The Road Captains Forum may from time to time prescribe additional requirements for any Learner Marshal which have to be complied with before qualifying as a marshal in a particular position.
- 4.8.7 Upon successful completion of his learner period and the Road Captains Forum being satisfied with his ability, the Learner Marshal shall be appointed by the Road Captains Forum.

5 ELECTION PROCEDURES

- 5.1 The Head Road Captain and Road Captain/s shall be elected at a Road Marshals meeting, when required. The Head Road Captain shall be elected from the existing group of Road Captains by the Road Marshals Committee and shall be appointed for a period of two years. A Road Captain shall be elected from the existing group of qualified Road Marshals by the Road Marshals Committee, subject to Rule 4.3.1. Each person in this group shall carry one (1) vote. Road Captains are elected for a 2 year term. The Head Road Captain can motivate, for ratification by the Exco, the renewal of a Road Captain's term. In order to avoid conflict of interest and segregation of duty, no Primary Officer qualifies for a Head Road Captain position.
- 5.2 Provided that there are three or more qualifying Road Captains at the time of election of Head Road Captain, the proposed Head Road Captain/s shall be nominated from the serving group of Road Captains.



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- 5.3 The Head Road Captain and Road Captains shall be elected by a majority vote at a meeting of qualified Road Marshals, as stipulated in Rules 5.1 and 5.2 above. Proxies must be handed to the chairperson, 30 minutes before the meeting. In the case of a tie, the chairperson will have a casting vote. A quorum shall consist of two thirds (2/3) of the eligible voters.
- 5.4 Nominations must be done, and delivered to the Chapter office by 16h00 five days preceding the election meeting and must be ratified by the Dealer Principal prior to the voting process.
- 5.5 The Chapter director or nominee should preferably be represented at the election meeting and act as chairperson.
- 5.6 In the event of a vacancy for the position of Road Captain arising, a substitute for the specific person shall be elected as soon as practically possible, which shall not be later than at the next meeting of qualified Road Marshals, in accordance with the remainder of the election procedures set out in rule 5. 3 above.
- 5.7 In the event of a vacancy of the position of Head Road Captain arising, he/she shall similarly be elected as soon as practically possible, which shall not be later than at the next meeting of qualified Road Marshals, in accordance with the remainder of the election procedures set out in rule 5. 3 above.
- 5.8 Should there be less than three qualifying Road Captains at the time of an election of a new Head Road Captain, nominations may also be made from the remaining group of qualified Road Marshals.
- 5.9 The Road Captains will, in consultation with the qualified Road Marshals, appoint a Head Lead/Sweep, Head Safety Officer and Head Biker Buddy once every two years or as may be required from time to time, who in turn will nominate a pool of pack Leaders, Sweeps, Safety Officers and Biker Buddies. These individuals will form part of the Marshals Committee.
- 5.10 Current Marshals shall automatically be carried forward in status, on ratification by the Road Captains Forum, from one year to the next provided that they are legal in terms of the requirements set out in this bylaw and that they have performed the required number of duties within the year. Such Marshals shall be presented each year with the current year Marshal's badge identifying his/her present status.

6 **SUSPENSION OR TERMINATION FROM MARSHAL STATUS**

- 6.1 The Marshals Leader Forum may at a meeting, recommend the suspension or termination of a position of any Marshal subject to the disciplinary process



contemplated in rule 6.4.

- 6.2 Any recommendation for suspension or termination must be presented by a Road Marshal or member of the Marshals Leader Forum, in good standing, and must be seconded by another Road Marshal in good standing.
- 6.3 The Marshal proposing the suspension/termination shall put forward the reasons for such an action, and the matter shall then be fully discussed at the above mentioned meeting.
- 6.4 The Marshals Leader Forum may either deal with the disciplinary process themselves or in the sole discretion of the Marshals Leader Forum, delegate the disciplinary process to a disciplinary committee appointed by the Marshals Leader Forum.
- 6.5 The accused Marshal must be notified timeously of the allegation brought against him before the Marshals Leader Forum or the disciplinary committee.
- 6.6 The accused Marshal shall have the right to respond to any allegations or reasons submitted to the Marshals Leader Forum or the disciplinary committee.
- 6.7 The Marshals Leader Forum or the disciplinary committee must attend to this matter urgently and notify the accused Marshal of the decision of the Marshals Leader Forum or of the disciplinary committee and give reasons if a suspension or termination is enforced.
- 6.8 Pending the outcome of an enquiry or appeal, the accused Marshal will be suspended from duty.
- 6.9 The Marshals Committee will be informed of any suspension or termination decisions by the Marshals Leader Forum or of the disciplinary committee at the following Marshals meeting.
- 6.10 A suspended or terminated Marshal may appeal the decision of the Marshals Leader Forum or of the disciplinary committee to the Exco.

7 AMENDMENT OF THE RULES AND REGULATIONS FOR MARSHALS

- 7.1 These Rules may be amended from time to time by the Road Captains Forum submitting a proposed rule amendment of own accord to the dealer principal for decision or may be amended in terms of the provisions of rule 7.2 subject to the provisions of rule 7.4.
- 7.2 Any qualified marshal may submit a written request for an amendment of these Rules together with a motivation therefore to the chairperson of the Marshals



Committee, not later than 7 days prior to a Marshals Committee meeting.

- 7.3 The chairperson of the Marshals Committee will include the written request referred to in Rule 7.2 on the agenda for the relevant Marshals Committee and will provide the requesting marshal the opportunity to address the Marshals Committee on the reasons for the request for an amendment of these Rules and will allow the request to be debated and examined by the Marshals Committee.
- 7.4 In the event that the majority of the marshals present at such Marshal Committee are of the view that a rule amendment is required, the matter will be escalated to the Road Captains Forum for consideration and submission to the dealer principal for a final decision whether to approve or disapprove the request for an amendment.
- 7.5 The Head Road Captain will convey the decision of the dealer principal to Exco and to the Marshals Committee at the following Marshals Committee meeting.

SIGNATURE

This amendment of the Rules and Regulations for Marshals was approved by the Exco of the Pretoria HOG Chapter on May 2015.

1. _____ on _____

Dealer Principal

2. _____ on _____

Director

3. _____ on _____

Head Road Captain