



**Department of Florida**  
**The American Legion Riders**  
Standard Operating Procedures (SOP)

**“For the cause, NOT the applause”**



## **The American Legion Department of Florida American Legion Riders – Standard Operating Procedures**

The American Legion Riders (ALR) is a program of The American Legion. Members of the ALR come from The American Legion, The Sons of the American Legion, and The American Legion Auxiliary, collectively "The American Legion Family," who share an interest in motorcycling. They can be found participating in parades, partaking in motorcycle events and supporting the communities in which they live, work, and play.

The American Legion Riders are formed to promote the aims and purposes of The American Legion as a family-oriented motorcycling activity for members of The American Legion Family.

- **To promote motorcycle safety programs and to provide a social atmosphere for members who share the same Interest.**
- **To participate in events and ceremonies which are in keeping with the aims and purposes of The American Legion.**
- **To organize and participate in charity events helping our veterans, their families, and the local community.**
- **To use our association to promote and support the programs of The American Legion.**

The ALR is **not** a motorcycle club (M/C) and does not practice M/C rules or regulations. There is no patching or pledging permitted. An ALR Chapter Member is not permitted to join the "Council of Clubs."

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**ARTICLE I  
DEPARTMENT ALR COMMITTEE**

**Purpose**

To ensure The American Legion Riders (ALR) operate by the Department of Florida rules and procedures and operate within the guidelines of resolution 35 as adopted October 17-18, 2007, Resolution 32 as adopted in May 2011 and any subsequent resolutions as adopted at the National Executive Committee of The American Legion.

**Section 1. Members**

The Committee shall consist of the following ALR members: Chairman, Six Area Chairman (Northern, Eastern, Central, Southern, South Western, Western); Adjutant/Finance Officer, Chaplain, Safety Officer, New Chapter Development Officer and Sergeant at Arms.

**Section 2. Qualifications**

1. Must be a member in good standing of The American Legion and a current American Legion Rider within the Department of Florida.
2. Must be a current or past officer of an American Legion Rider Chapter.

**Section 3. Selection**

1. The Department of Florida Commander appoints the Chairman.
2. Each Department of Florida Area Commander appoints an Area Chairman. Area Commanders are encouraged to consult with the ALR Chairman and Department Commander when making their selections.
3. Each Department of Florida District Commander appoints a District chairman. District Commanders are encouraged to consult with the ALR Chairman, Area Commander and Department Commander when making their selections.
4. The Chairman appoints the Adjutant/Finance Officer, Chaplain, Safety Officer, New Chapter Development Officer, and Sergeant at Arms with the approval of the Department Commander.
5. All members of the Committee are expected to attend all Department of Florida events; Summit, Conferences, and Conventions.

**Section 4. Duties**

**1. Department Chairman**

- a. Charged with the overall supervision of the Committee and the American Legion Riders program in the Department of Florida, reporting directly to the Department Commander and the Department Executive Committee.

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- b. Sets the agenda for three scheduled meetings of the Committee.
- c. Monitors to ensure all Areas, District, and Chapters are following the rules and procedures as set forth by the Department.
- d. Monitors to ensure all functions participated in by the ALR Chapters are within the guidelines set forth by the Department of Florida and the National Organization.
- e. Monitors to ensure that the good name of The American Legion is not tarnished in any way by actions of American Legion Riders or Legion Rider Chapters that could be perceived as detrimental to our image in our community.
- f. Monitors to ensure the motto "Legion Family First, Rider Second" is instilled in every Chapter.
- g. Monitors to ensure all necessary reports to the Department Commander and Department Executive Committee are submitted promptly.

**2. Area Chairman**

- a. Shall assume the duties of the Chairman in his/her absence at the instruction of the Department Commander or Department Executive Committee.
- b. Shall make reports to the Chairman before the Fall Conference, ALR Summit, and the Department Convention. Reports should cover all aspects of Chapter membership, recruitment, social events, mileage, hours and funds expended in support of community events and programs, training and any other information for the good of the American Legion Riders.
- c. Monitor to ensure all Chapters are following the rules and procedures as set forth by the Department of Florida.
- d. Responsible for ensuring the administration, operation, safety of the Chapters and following guidelines set forth by the Department of Florida and the National Organization in their area.
- e. Visit chapters within their area regularly.
- f. Provide advice and assistance to Posts within their region that wish to start an ALR Chapter in conjunction with the Committee New Chapter Development Officer.
- g. Represent. Chapters within their area at all Committee. meetings.

**3. District Chairman**

- a. Shall make reports to the Area Chairman before the Fall Conference, ALR Summit, and the Department Convention. Reports should cover all aspects of Chapter membership, recruitment, social events, mileage, hours and funds expended in support of community events and programs, training and any other information for the good of The American Legion.

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- b. Monitor to ensure all Chapters are following the rules and procedures as set forth by the Department of Florida.
- c. Ensure the administration, operation, and safety of the Chapters in their areas and following guidelines set forth by the Department of Florida and The National Organization
- d. Visit chapters within their District regularly.
- e. Provide advice and assistance to Posts within their District that wish to start an ALR Chapter in conjunction with the Committee New Chapter Development Officer.
- f. Represent Chapters within their District at all Committee meetings.

**3. Adjutant/Finance Officer:**

**a. Adjutant**

- I. Records minutes of all Committee activities.
- II. Maintains copies of minutes and reports.
- III. Handles all administrative functions and correspondence of the Committee at the direction of the Chairman.

**b. Finance Officer**

- I. Maintains accurate records of all transactions by the ALR Department procedures.
- II. Deposits funds per ALR Department procedures.
- III. Provides financial reports to the ALR Committee at all ALR Committee Meetings.
- IV. Submit annual budget forecast by May 15<sup>th</sup> of each year.

**5. Road Captain/Safety Officer**

- a. Primary duty is to ensure the safe operation of group rides and events by following all applicable Federal, State, and Local laws.
- b. Provides and passes along safety information, and training when appropriate to American Legion Riders.
- c. Assists the Chapter Road Captains in educating members about "Group Riding" techniques and general safety principles.

**6. New Chapter Development Officer**

- a. Assists Posts considering sponsoring an ALR Chapter.
- b. Monitors and ensures sponsoring Posts have the required number of qualified riders to start an ALR Chapter.
- c. Provides applications and training material.
- d. Assists in scheduling the formation of the Chapter and advising the Chairman and Adjutant of the date, time, and location to publicize to other Chapters to forsupport.

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## **Section 5. Meetings**

There shall be three (3) official Committee meetings as scheduled by the Department Adjutant. These meetings are at the Department Fall Conference, the American Legion Riders Summit and at the Department Convention. All Committee members are expected to attend. Additional meetings may be called by the Committee Chairman at his/her discretion. Minutes of all meetings must be prepared by the Committee Adjutant and submitted to the Department Adjutant.

## **Section 6. Sub-Committees**

Sub-Committees can be established by the Chairman at any time for any purpose as deemed appropriate.

## **Section 7. Financial**

The American Legion Riders, Department of Florida, is a "self- funding" program of the Department. Department will allow for the allocation of 20% of net proceeds to seed future ALR events.

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**ARTICLE II  
AMERICAN LEGION RIDER CHAPTER**

**Purpose**

- To use our Association to promote and support the programs of The American Legion.
- To organize and participate in charity events helping our Veterans, their families, and the Local Community.
- To participate in parades and other ceremonies which are in keeping with the Aims and Purposes of The American Legion.
- To promote motorcycle safety programs and to provide a social atmosphere for American Legion Family members who share the same interest.

**Section 1. Establishment of Chapters**

1. Chapters must have a minimum of six (6) qualified Riders.
2. Chapters must take the Post number of the sponsoring Post.
3. Chapters must be sponsored and approved by a Post. Charters will be provided upon completion of requisite documents by the sponsoring Post and Chapter.

**Section 2. Qualifications**

1. Must be a member in good standing of The American Legion, The Sons of the American Legion, or The American Legion Auxiliary.
2. Members of a sponsoring post may not at any time hold membership in more than one Chapter of the ALR.
3. Each ALR member shall establish and maintain membership by owning either individually or through marriage, a common-law marriage, a life partnership, or a long-term relationship, a motorcycle or trike licensed and insured by ALR member's state law, and the operator must have a license with proper endorsement.
4. On Department of Florida or National motorcycle events, a minimum of 750cc will be required to participate along with the proper endorsements, insurance, and signed waiver.
5. Individual ALR Chapters may allow for continued membership for those members who have given up motorcycle ownership due to age, illness, injury, or other reasons beyond a member's control.
6. Per NEC Resolution No.37, May 4-5, 1988 ALR Chapters do not have the authority to enter into any formal association or club/council membership with any outside organization that may act or vote in any manner outside the control of the American Legion.
7. **Support Members:** Chapters may accept support members, but at a minimum, they must:

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- a. Be a Legion Family member (i.e. The American Legion, Sons of The American Legion or The American Legion Auxiliary) in good standing under the guidelines of one of the three organizations and identified by a "Supporter" Patch under the ALR back patch.
- b. A supporter may only be a Supporter of one ALR Chapter.
- c. May only hold the Adjutant/Finance Officer and Chaplain positions at the Chapter level.
- d. May not hold any Department ALR Committee position.
- e. May not vote at the Chapter level unless specifically authorized by the Chapter's Standing Rules.

**Section 3. Organization**

1. An ALR Chapter is a Post Level Program of The American Legion and exists at the discretion of the sponsoring Post.

**Section 4. Officers**

1. Required Officers: Director, Assistant Director, Adjutant/Finance Officer, Road Captain/Safety Officer, Chaplain, and Sergeant-at-Arms.

**Section 5. Duties**

**1. Director:**

- a. Serves as Chief Administrative Officer of the Chapter and presides over all meetings
- b. Serves as liaison to the Executive Committee of sponsoring Post.
- c. Supervises all affairs of the Chapter.
- d. Coordinates with other ALR Officers at the Chapter, District, Area, and Department level
- e. Submits reports as required by the sponsoring Post, District, and Department.

**2. Assistant Director:**

- a. Perform such duties as directed by the Chapter Director.
- b. Executes the duties of the Chapter Director during his/her absence or disability.

**3. Adjutant/Finance Officer:**

**a. Adjutant:**

- I. Shall maintain membership records sufficient to establish:



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1. Members in good standing
  2. Eligibility to be a rider
  3. Contact Information
  4. Motorcycle license and local insurance requirements
  5. Maintain membership records of members who are current and in good standing and provide an accurate roster.
  6. Send a delinquent notice to members whose dues have lapsed and to those Lifetime Members who have not provided proof of eligibility by January 1<sup>st</sup>.
- II. Maintains a full and accurate record of all chapter proceedings at meetings.

**b. Finance Officer:**

- I. Maintains accurate records of all transactions by the sponsoring Post's financial requirements.
- II. Deposits funds in an assigned bank-account and disburses funds as approved by the Chapter.
- III. Provides financial reports to the sponsoring Post Executive Committee monthly.
- IV. Collect dues as required.

**4. Road Captain/Safety Officer:**

**a. Road Captain:**

- I. Responsible for organizing group rides and reporting details to the Adjutant.
- II. Responsible for reporting to the Adjutant the following:
  1. Date and name of the event or ride.
  2. Names of riders on the ride
  3. Length of event or ride in hours and miles
- III. Assigns additional road captains and sweeps for large groups and determines the safe number of riders in each group
- IV. Responsible for giving a pre-ride briefing covering the route, hazards, and hand signals.
- V. Shall ensure all guest riders sign a waiver of liability before all rides. Signed waivers will be given to the Adjutant for filing.

**b. Safety Officer:**

- I. Promote safe riding techniques and ongoing training.

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Ensure the safe operation of group rides and events by all applicable Federal, State, and local laws.

### **5. Chaplain:**

- I. Offer the invocation at the beginning and the benediction at the end of all meetings and Chapter functions.
- II. Visit sick and distressed members, their immediate family and fellow veterans, reporting to the membership their status and needs.
- III. Report the death of any Chapter members to the Director, the District and Department Chairman.

### **6. Sergeant-at-Arms:**

- I. Preserve order at meetings and gatherings.
- II. Assist the Road Captain in enforcing all rules of safe riding during rides, runs, and events.
- III. Ensure members attending ALR meetings are current members and are in good standing, identify any guest(s) and their business with ALR and make Introductions when called upon.
- IV. Be responsible for the logistics and proper staging of flags and meeting room for all meetings and the appropriate staging of Flag Bikes and motorcycle during parades and escorts.

### **Section 6. Discipline**

The American Legion Riders is an American Legion program, discipline may only be addressed by the sponsoring Post.

### **Section 7. Election of Officers**

All officers of The American Legion Riders Chapter shall be elected, not more than ninety (90) days, nor less than ten (10) days prior to the Annual Department Convention.

### **Section 8. Finances**

- I. Finances will be derived from Membership Dues, sale of approved merchandise and such other revenue sources as approved by the ALR General Membership.
- II. Checks issued by the ALR Chapter must have the Post Finance Officer or his/her designee as one of the signatories on the bank account. The ALR Chapter may decide the other Chapter signatories on said instrument.
- III. The ALR Chapter Finance Officer must file a financial statement detailing receipts and disbursements, each month with the Post Financial Officer which will be reported to the Post General Membership.

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- IV. An ALR Chapter may not incur any debt in the name of Post without prior approval of the Post membership documented in the Post Memberships minutes.
- V. The ALR Chapter of a Post is a subordinate organization to the sponsoring Post which is a non-profit organization and a tax-exempt Corporation under the laws of the State of Florida.
- VI. Should the ALR Chapter be dissolved or suspended, all funds and assets will be immediately turned over to the sponsoring Post for disposition.

**Section 9. Amendments**

Any changes to this document must be approved by the ALR Committee at either the Fall Conference, ALR Summit, or Convention.

**ARTICLE III  
PATCHES AND APPAREL**

**Section 1. Riders Vest**

- 1. ALR Back Patch. Centered, left to right, and attached to the back of the vest.
- 2. ALR shoulder patch. It is attached to the upper right side of the front of the vest.
- 3. US Flag patch
  - a. Attached to the upper left side of the front of the vest
  - b. Nothing is permissible above the flag as worn on the vest
- 4. Individual Patches:
  - a. Should present a positive Image of The American Legion.
- 5. The Director can restrict patches not appropriate.
- 6. No patches Indicating membership or support for any Motorcycle Club are permitted.
- 7. Pins
  - a. When placed on the vest will present a positive Image of the American Legion and the ALR.
  - b. The Director can restrict patches and pins that are not appropriate.

**Section 2. Dress for Installation of ALR Officers, Funerals and Special Events  
(Veterans Day and Memorial Day Ceremonies, etc.)**

It is suggested that all Members wear Dark Pants, White Shirt, Rider Vest, and appropriate Legion Family headgear.

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## Participant Accident Waiver/Release of Liability Form

1. I acknowledge that motorcycle activity is a potentially hazardous activity, which can be a test of a person's physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of rider's equipment, vehicular traffic, actions of other people including, but not limited to participants, volunteers, and spectators. These risks are not only inherent to riders, but are also present for passengers, spectators and volunteers. I hereby assume all the risks of participating and/or volunteering in this event. I realize that liability may arise from negligence or carelessness on the part of the persons or entities organizing or conducting this event and hereby release them of all possible liability. I certify I am at least 18 years old. I promise not to sue and agree to pay all court costs and all attorney fees that result from my action, civil or otherwise.
2. I certify that I am physically fit with no known physical or mental impairment and have prepared for participation in the event(s). I acknowledge that this Accident Waiver and Release of Liability form will be used by the event holder, sponsors and organizers of the event(s), in which I may participate and that it will govern my actions and responsibilities at said event(s). **I certify that I am not under the influence of any narcotic, alcohol or other drug that may impair my understanding or judgment and that I will not at any time during the event(s) operate my motorcycle under the influence of any narcotic, alcohol or drug.** I certify that I have fully adequate insurance to cover all medical claims, the motorcycle and any other equipment and any damage or liability I may ultimately be found responsible for, during all travel connected with the event(s). I further certify that I have all the insurance required by law and I am licensed and competent to operate a motorcycle in a safe manner and my license has all motorcycle endorsements or certificates required by my state of residence. On Department of Florida or National motorcycle events, a minimum of 750cc will be required to participate.
3. In consideration of my being permitted to participate in the event(s), I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the event(s) or during my traveling to and from the event(s), THE FOLLOWING ENTITIES OR PERSONS: The American Legion, officers, sponsors, volunteers and (B) indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of any of my actions during the event(s). Accordingly, I do hereby release and discharge The American Legion, officers, sponsors, and volunteers from all claims, demands, and causes of action of every kind whatsoever for any death, damages and /or injuries which may result from my participation in the event(s). This shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.
4. I hereby consent to receive medical treatment, which may be deemed advisable in the event of injury, accident and or illnesses during the event(s). I agree to pay for all costs related to medical response, treatment and transport on my behalf.
5. I certify I will wear the personal protective equipment while operating my motorcycle at the event(s) that is or may be required by Florida and/or any state in which my participation occurs and that my motorcycle and all required personal protective equipment are in safe operational condition. I agree to abide by the directions/rules given by the organizers of the event(s) and understand that my privilege to ride may be removed without refund if I am in violation of the rules set forth or acting/performing in an unsafe manner, or any manner disruptive to the operation of the event(s).

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE#: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CHAPTER#: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

American Legion Riders

Chapter# \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Road Captain/Safety Officer INITIALS \_\_\_\_\_

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**ACKNOWLEDGEMENT & APPROVED BY:**

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