



Version 2.5

Road Captain Handbook

Submitted by: Arlen Brunsvold
Rev 6/5/2008

History: *(Respect, Caretaker)*

We are forever in debt to those who came before us - thank you all.

Philosophy: *(No one person can know it all, but between all of us we know a lot!)*

Definition of a T.E.A.M. - **T**ogether **E**veryone **A**chieves **M**ore

Words of wisdom: *(When things get a little rough)*

“It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood, who strives valiantly; who errs and comes short again and again; because there is not effort without error and shortcomings; but who does actually strive to do the deed; who knows the great enthusiasm, the great devotion, who spends himself in a worthy cause, who at the best knows in the end the triumph of high achievement and who at the worst, if he fails, at least he fails while daring greatly. So that his place shall never be with those cold and timid souls who know neither victory nor defeat.”

Theodore Roosevelt

Table of Contents

Introduction:

Congratulations Road Captains - Road Guards

Content:

Goals

Objectives

Road Captain Qualifications

 Lead Road Captain Responsibilities

 Middle Road Captain Responsibilities

 Rear/Sweep Road Captain Responsibilities

Medic

Road Guard Qualifications

 Road Guard Responsibilities

Appendixes:

Road Captain Wallet Checklist - Towing Numbers

Road Captain - Road Guard Survey Form

Route Evaluation Form

Road Guard Candidate Evaluation Form

Road Captain – Road Guard FAQ

Sheboygan HOG I.C.E. - Emergency Info card

HOG Emergency Tips

HOG Injury Report Forms

Chapter Hand Signals

ASMI Witness cards

ASMI Accident Report Forms

MSF TCLOCK Checklist

This document supersedes any and all previous releases.

Information in this document is subject to change without notice.

Information presented in this guide has been gathered from the RC/RGs, Harley-Davidson, MSF as well as from various other sources.

All rights reserved. No part of this publication may be reproduced, stored or transmitted in any form, or by any means, electronic or mechanical, for any purpose, without the express written permission of Arlen Brunsvold, Sheboygan WI.

This manual and your subsequent training will ensure that you develop the skills necessary to become a fully qualified Road Captain – Road Guard.

Congratulations Road Captains - Road Guards!

You have just volunteered for the most challenging and rewarding position within our club. Once you have been accepted as a Road Captain - Road Guard, you will have joined a very special team that will help plan, organize, and execute our Chapter rides and events.

Road Captains and Road Guards:

The Road Captains and Road Guards are typically the most visible members of the “Road Crew” during a group ride.

Goals:

The immediate goals of being a Road Captain and or a Road Guard are as follows:

1. Even though you have chosen to ride for the “Group” and not for yourself, you should always ride with your own safety in mind FIRST and second as a “Team” group rider.
2. Learn the basic skills of a “Team” group rider (slow take-offs, hand signals, working with the Lead and Rear Road Captains to change lanes smoothly (no abrupt moves) warning the other riders when a vehicle appears to be drifting into their lane, etc.)
3. The priorities of the ride:
 - Safe
 - Fun
 - Ride we can be proud of!

Objectives:

1. Set a safe, responsible example for the chapter members when riding. (avoid creating hazardous situations)
2. Provide for the safety and welfare of all individuals within the group and any surrounding motorists or pedestrians.
3. Lead – help lead the group to its destination in a well-organized, disciplined and safe manner. *Safety of the group takes priority over individual riders and keeping the group together.*
4. Educate chapter members about the “HOG Roadside Assistance Program”.
5. Educate chapter members about group riding techniques. (See handout)
6. Promote riders to attend the “Aloha Ride - New Member Orientation” and Advanced ERC/ MSF rider courses
7. Be knowledgeable of the state laws and safe riding guidelines.

Road Captain/ Road Guard base qualifications:

1. Maintain a current Sheboygan HOG chapter member status.
2. Maintain a current and valid motorcycle driver's license.
3. Maintain current and valid motorcycle insurance, with no less than the MINIMUM required by the state of WI for street riding purposes.
4. Attend at least 3 Road Captain monthly meetings, one of them MUST be the RC yearly “training ride”
5. ***Tact and understanding*** of people should be a high priority. Remember, you were once a new rider. Deal with problems and issues as you would want to be treated.

Road Captain expanded qualifications

1. Must have been a Road Guard for at least one year.
2. Commit to being a Road Captain for two years.
3. Complete the Sheboygan HOG Chapter Road Captain Course.
4. Complete two Road Captain training rides, of which one must be the Aloha Ride.
5. Know and understand the Chapter’s current version of the Road Captain handbook and Ride Guide.

6. Recommended: Attend 100% of the Road Captain meetings.
7. Recommended: Maintain a current First Aid certification.
8. Recommended: CPR certification.
9. Recommended: Accident Scene Management classes. (Basic and Advanced)
10. Recommended: Once every three (3) years take and successfully completed a Harley-Davidson Riders Edge or MSF Experienced Rider Course.

Every Road Captain – Road Guard Responsibilities:

1. **While acting as a Road Captain – Road Guard:** *Will not consume any performance altering substance (such as alcohol, etc.) prior to or during the ride until relieved at the completion of the defined ride.*
2. Will lead – help lead the group in a manner consistent with the objectives and guidelines as stated herein, and will execute his/ her best judgment in situations not specifically covered in these guidelines.
3. Will know, use and pass on, all chapter hand signals. **Note:** *Do not perform or maintain any hand signal if safety requires both hands on your handlebars!*
4. Make sure all members realize they can *and should* report any safety concerns to the RC/RGs on a ride. (Be approachable)
5. Determine riding group by size, skill level, and cruising speed.
6. Encouraged: To bring a First Aid kit to the ride. (Sufficient for administering minor first aid)
7. Encouraged: To bring a basic tool kit to the ride. Although RC's are not mechanics, all RC's should carry a basic tool kit to assist others who may need to make minor repairs.
8. Encouraged: To bring a camera, in case of emergency. (Chapter supplied)
9. Road Captains: Are expected to be properly equipped and available to assist the other Road Captains on an "as required" basis. This may include being assigned to any Road Captain position within the formation, should circumstances dictate the need to separate the group(s).
10. Road Captains: Will be observant of any hazardous conditions or conduct, take immediate corrective action as appropriate, and inform the Lead Road Captain at the earliest safe opportunity. (Common sense and tact should be used) **Note:** The urgency to inform the Lead Road Captain is left to the discretion of the observing Road Captain.
11. Road Captains: Can instruct any rider to ride in a specific position within the group, or leave the group entirely, for reasons of misconduct, disorderly or unsafe riding, or faulty/ unsafe equipment. (*Common sense and tact should be used*) **Note:** See the next rule.
12. Road Captains: If it is necessary, for safety reasons, to “have a talk” with a member during a ride, it should be done *in private* at the first safe opportunity. Make sure there are TWO OF YOU when you do so. The Lead Road Captain on the ride will decide what action should be taken to ensure the safety of the group. Please use *extreme diplomacy* if this becomes necessary. If the person continues to present a hazard and refuses to listen and heed your requests, kindly give them a copy of the route (if possible) and tell them to ride by themselves to the destination or leave the ride completely. This is your right as a RC/RG for the Sheboygan HOG Chapter. We'd rather have someone mad at us than have someone else injured or worse! **Note:** At no time should a member be left behind without concern for their safety. They must be able to get home safely from anywhere if they are (were) being led by this chapter.

Lead Road Captain's responsibilities:

1. On ALL chapter rides, the Lead Road Captain will carry the “Road Captain Kit” and make sure that any - all release forms are properly signed. He/ she will also carry the chapter sign-in sheet and is responsible for getting any - all signed forms to the club Secretary by the next chapter's meeting.
2. Has FULL charge of the group until arrival at the destination.
3. Will brief the other Road Captains/ Guards as to route, responsibilities, and other details pertinent to the ride, prior to departure.
4. Will conduct a rider's briefing prior to departure using the Road Captain “Check List”

5. Will be responsible for the final decision with regard to ride termination due to inclement weather, hazardous conditions or other difficult or unsafe conditions.
6. Locate and designate a 911 notification caller within the group, also if possible locate other cell phones and first aid kits within the current group.
7. Will be at the head of the group, and will ride just to the LEFT of lane center.
8. Will ride (lead) from the lane with the least number of potential conflicts (i.e. cross traffic) and most amount of space cushioning.
9. Sets the pace for the ride based on riders skills and with consideration of traffic, safe road conditions and weather conditions. Remember to accelerate and decelerate smoothly (EX: The "Rubber Band" effect)
10. Will be responsible for initiating all maneuvers within traffic in a "safety first" manner.
11. Will lead the standard formation of a staggered double row, in one traffic lane.
12. Will maintain a safe following distance by using the MINIMUM FOUR (4) second rule between the group and any vehicle ahead. This distance may be increased at the discretion of the Lead Road Captain, but will NOT be decreased.
13. Will command the group to a single file formation when: They cannot maintain visual control of the road conditions ahead over a MINIMUM of a four (4) second distance. Examples: narrow roads, mountain - curvy roads, traveling directly adjacent to parked vehicles, or any other condition which may severely restrict the ability of individual group members to perform emergency avoidance maneuvers.
14. Can assign Middle Road Captains/ Guards to specific odd numbered slots (left side) within the formations so that all assigned Road Captains/ Guards are in a position to immediately take on a Lead Road Captain role, should it be required. If possible, a Road Captain/ Guards should be assigned to every ninth position, i.e., 9, 17, 25, etc. If extra Road Captains/ Guards are available, the Lead Road Captain can assign them to even numbered slots (right side) i.e., 8, 16, 24, etc. just ahead of the assigned Middle Road Captains. This will ensure that each group will have a Road Captain/ Guards in the sweep position, should the need arise.

Middle Road Captain:

1. Will assist the Lead Road Captain in the performance of his/ her duties.
2. May be required to assume the duties of Lead Road Captain in his/ her absence.
3. Will ride within the group as assigned by the Lead Road Captain in an odd/ even numbered slot (riding on the left side of the lane), unless required to take on the responsibilities of either the Lead or Sweep position.
4. Also, if possible, it is good for one or two "extra" Road Captains to be at the back of the group to assist the Sweep Road Captain or take over as Sweep in case the Sweep has to stop to help a disabled rider.

Rear/ Sweep Road Captain – Road Guard:

1. Will assist the Lead Road Captain in the performance of his/ her duties.
2. Should ride in the CENTER or LEFT track for best visibility to the Lead Road Captain and "your" view of the entire group.
3. When the group comes to a COMPLETE STOP will raise his/ her *RIGHT HAND* to signal the Lead Road Captain.
4. Sweep is THE Road Captain in charge in case of accidents and directs the actions of other RCs - RGs and "The Group", on the scene until formal assistance arrives.
5. Lane protection can (might) be the Sweep's added responsibility. If possible, on the highway, as the group prepares to make a lane change, the Sweep will make the lane change as soon as is safe to do so, followed by the Lead Road Captain, then the remainder of the group. In this way, the Sweep protects that lane, keeping it clear for the entire group to move into this lane.
6. Should use "emergency flashers" if group is traveling slower than the flow of traffic or if stopped to help a rider.
7. Encourage: Should have emergency numbers and cell phone

8. Encourage: Makes sure that all bikes have their Headlights set to “Low” beam all other “Running Lights” OFF and their own “Running Lights” are ON, before leaving the start location.
9. Road Captain: May be required to assume the duties of Lead Road Captain in his/ her absence.
10. Road Captain: Will ride at the rear of the group, to watch the group and provide assistance to any rider that may need it (EX: new to the group, slowing down or dropping out of a ride) except when conditions dictate otherwise and/ or unless required to take on the responsibilities of the Lead Road Captain.

Medic:

There may be riders with the group that have medical or first aid training. The Lead Road Captain will identify these rider(s) at the pre-ride briefing. (All members who have medical or first aid training are urged to make themselves known to the Lead Road Captain)

Road Guards:

Option A:

Willing to help the Road Captains with “Chapter Group Rides” from the “Rear/ Sweep” position.

Option B:

Would like to become a Road Captain

If “In Training” to become a Road Captain:

1. Will try Lead and Sweep positions with experienced Road Captains before going “out on their own”. (RC Mentor system will be used)
2. Ask questions of the more experienced Road Captains.
3. Complete the RG Candidate Evaluation exercises.

Goals: Same as a Road Captain’s

Objectives: Same as a Road Captain’s

Road Guard expanded qualifications:

1. Complete the Sheboygan HOG Chapter Road Captain Course
2. 1000 miles riding experience
3. Know Group Riding guidelines as set forth in the Rider’s Edge -MSF Guide to Group Riding Video and Chapter Group Riding Guide.
4. Encouraged: Attend at least one Aloha Ride
5. Encouraged: Attend 100% of the Road Captain meetings
6. Encouraged: All of the Road Captain qualifications and responsibilities

Duties of a Road Guard:

1. Option A and B: Assist the other Road Captains when your help is requested
2. Option A and B: *Learn the “Rear/ Sweep Road Captain – Road Guard” responsibilities*
3. Encouraged: Option A and B: Keep the Lead Road Captain informed of what is happening in the group.
4. Encouraged Option A and B: Will be observant of any hazardous conditions or conduct and inform the Lead Road Captain at the earliest safe opportunity. **NOTE:** The urgency to inform the Lead Road Captain is left to the discretion of the observing Road Guard
5. Option B: Learn the “Lead Road Captain's” responsibilities

Road Captain – Road Guard Training FAQ

Question:

Even though you are riding for the “Group” whose safety comes first?

Answer: Can be found under the “Goals” section

Your safety comes first and then the “team” as a group rider.

Question:

What are the “priorities of a “Group” ride?

Answer: Can be found under the “Goals” section

In order: Safe, Fun, Ride we can be proud of.

Question:

Who should try and educate “Chapter” members about group techniques?

Answer: Can be found under the “Objectives” section

ALL Road Captains and Road Guards!

Question:

- A. *How many RC meetings must you attend?*
- B. *Do any of them have to be a “Training Ride”?*

Answer: Can be found under RC – RG base qualifications section

You must attend at least 3 RC monthly meetings and one of them must be RC “Training” ride.

Question:

If you have a problem with a chapter member during a chapter led ride what is the preferred method to handle this?

Answer: Can be found under RC – RG base qualifications **and** under Every RC –RG responsibilities sections.

- A. **First part:** *Tact and understanding of people should be a high priority. Remember, you were once a new rider. Deal with problems and issues as you would want to be treated.*
- B. **Second part:** *If it is necessary, for safety reasons, to “have a talk” with a member during a ride, it should be done in private at the first safe opportunity. Make sure there are TWO OF YOU when you do so. The Lead Road Captain on the ride will decide what action should be taken to ensure the safety of the group. Please use extreme diplomacy if this becomes necessary. If the person continues to present a hazard and refuses to listen and heed your requests, kindly give them a copy of the route (if possible) and tell them to ride by themselves to the destination or leave the ride completely. This is your right as a RC –RG for the Sheboygan HOG Chapter. We'd rather have someone mad at us than have someone else injured or worse!
Note: At no time should a member be left behind without concern for their safety. They must be able to get home safely from anywhere if they are (were) being led by this chapter.*

Question;

- A. *How long must you commit to be RC?*
- B. *How many “Training: rides must you go on before you can become a RC?*

Answer: Can be found under the RC expanded qualifications section
Commit to be RC for 2 years and must do 2 RC training rides

Question:

Who can report any safety concerns to the RCs on any chapter group ride?

Answer: Can be found under the Every RC –RG responsibilities section
Any Chapter member can and should report any safety concern to the RC/RGs

Question:

- A. *On Chapter rides who is responsible to make sure that the chapter sign-in sheet and all forms have been properly signed?*
- B. *Who has FULL charge of the group until arrival at the destination?*
- C. *Who locates and designates a 911 caller in the group?*
- D. *Who sets the pace for the group with considerations for/ with Riders skill levels and road conditions?*

Answer: Can be found under the Lead RC's section
The Lead RC

Question:

Where should the Rear RC ride in relation to the Lead RC and the group?

Answer: Can be found under the Rear RC section
The Rear RC should ride in the CENTER or LEFT track for best visibility to the Lead Road Captain and "your" view of the entire group.

Question:

*Should a RG keep the Lead RC informed of what is happening in the group?
If yes, why?*

Answer: Can be found under the Duties of a RG section
Yes. It helps promote safety within the group, because the Lead RC cannot see- know everything that is going on behind him/ her.

Question:

Should the Lead RC ask if there any non-members or minors in the group BEFORE the ride? If yes, why?

Answer: Can be found in the RC Checklist section
Yes. In order to make sure that the proper forms are filled out.

Question:

Should passengers pass along "Hand Signals? If yes, why?

Answer: Can be found in the RC Checklist section

- A. *Yes. Because in LARGE groups, not everyone can see the Lead RC's hand signals.*
- B. *Note: Remember SAFETY first. Sometimes the Rider cannot take his- her hands off the handle bars to pass the hand signals along.*

Road Captain Checklist: 6/5/08

- Welcome riders and introduce other Road Captains/ Road Guards
 - Have all members sign sign-in sheet.
 - Ask if there are any non-members / minors present. Ask if any new riders etc.
 - Obtain signed waivers from all non-members and ALL minors
 - Determine gas stop requirements
 - Riders briefing prior to the ride. Review the proposed route and destination
 - If leaving group before destination notify RC/RGs prior to ride
 - Locate cell phones and first aid kits - for emergencies or broken bike notification - **Swap cell numbers on longer rides!**
 - Designate 911 notification person. Sweep RC
 - Turn CB radios - Channel 04
- Review riding standards:
Normal riding formation Staggered position and Safe distance
- Maintain 2-3 sec from bike in front
 - Maintain 1-2 sec from bike L or R
 - Lane changes *HEAD CHECK* - STAY IN FORMATION
 - Entrance and Exit on Highways – Single File *HEAD CHECK* - Let Cars merge In & Out
 - Hand Signals (Demo)
 - Two fingers – normal riding formation (staggered)
 - One finger – single file (2 sec each bike)
 - Point debris left – Left hand
 - Point debris right – Right foot
 - Slow down (Move hand Up/Down)
 - Back Off (Palm out – pushing back)
 - **Passengers PASS BACK** signals
 - Encourage new members to ride in back unless... feel better up front
 - Bike breakdowns (explain)
 - If group is separated (explain)
 - Bikes with passing lights turn off
 - **You are responsible for your own safety**
 - Questions or Comments?

Route 43 Harley-Davidson

920-458-0777

24/7 Numbers

Bret's Towing

920-457-4407

(HOG) Road America

888-443-5896

Note: Request a Flatbed for a Motorcycle

County Sheriff Numbers:

Sheboygan County Sheriff

(920) 459-3112

Manitowoc County Sheriff

(920) 683-4200

Fond du Lac County Sheriff

(920) 929-3390

Calumet County Sheriff

(920) 849-2335

Ozaukee County Sheriff

(262) 284-7172

Washington County Sheriff

(262) 335-4378

Road Captain - Road Guard Survey Form

What were you expecting from Road Captain – Road Guard Training?

What would you add – change?

What went well on the training rides?

What did not go well?

What could the chapter do differently next time to improve this training?

Route Evaluation Form

When possible pre-ride the route with the following elements in mind:

- Length
 - On a “Poker Run” style route (lots of stops), a group will average about 30 mph.
 - On a “longer” route (2 meals) on 4 lane “Super” highways, a group will average about 50 mph
 - On “shorter” route (one or no meal) on 2 lane “State” highways, a group will average about 50 mph
- Number of Participants (Smaller groups can move quicker and usually safer)
- Check turns: (Prefer right hand)
 - Look ahead/ behind you to “see” possible issues (hills, curves, oncoming traffic, gravel, blind spots)
 - Encouraged: Minimize LEFT turns at UNPROTECTED intersections where practical
- Number of “Stops”: Prefer making stops where you can turn right when leaving
- Parking:
 - Large enough for the group
 - Can the group go to the BACK of the parking area (to clear roadway of bikes ASAP)
- Try to “see” the route through the eyes of “all” levels of riders. (New, Experienced)
- Understand that there are different riding styles. Is the route “interesting” to all of them (Keep in mind the priorities of any ride: Safe, Fun, Ride we can be proud of)

Road Conditions

Construction _____
Dirt roads _____
Freshly paved roads _____
Resurfaced roads _____
Other _____
Other _____

Terrain Issues

Hills/ Mountainous areas _____
Sharp curves _____
Blind side roads _____
Number of lanes _____
Other _____
Other _____

Other Issues (Describe)

Other _____
Other _____
Other _____

Rating Key: (Issues)

Low (L) This means that either the element doesn’t exist or it is easily managed by all members of the group.

Moderate (M) This means that this element is present: however with adequate preparation all members can handle it.

High (H) This means that the element is present and requires riders to be skilled in dealing with it. It is recommended that all riders are briefed on this issue and those without the proper skill level should be given extra instruction and time to prepare.

Sheboygan HOG RC Training Course

Ver. 6/5/2008

Date Joined: ____/ ____/ ____

Date Became Road Captain: ____/ ____/ ____

Road Guard Candidate Name: _____

Mentor: _____

Completed First exercise - RC Lead /RG number 2 position: Y - N

Completed Second exercise - RC Sweep /RG observer: Y - N

Completed Third exercise - RG Lead /RC number 2 position: Y - N

Completed Fourth exercise - RG Sweep /RC observer: Y - N

Completed First RC training ride: Y - N

Completed Second RC training ride: Y - N

Completed Aloha ride: Y - N

Mentor

Each candidate will choose a mentor from the cadre of qualified Road Captains. The Senior Road Captain or designee must approve all Mentor-Candidate pairings. If a candidate cannot find a mentor the Senior Road Captain will assign one.

The Mentor is responsible for training Road Captain Candidates and ensuring that he or she is familiar with the Road Captain Training Manual as well as Sheboygan Hog Group Riding Handbook.

Observed Rides - Practical Exercises

Upon becoming familiar with the contents of the RC Training Manual and Group Riding Guide, the candidate will undergo four observed rides (exercises) and one final "Practical" review. These rides will be overseen by the candidate's mentor and or other Road Captains.

The Observed Rides are organized with the objective of applying "Group Riding Techniques" and how well the candidate uses the "S.E.E. System" for Road Hazards, Anticipation of "Group" dangers, Correct Road Positioning (selection of lines) and Group speed, etc We also try to transfer Long Distance Riding Experience.

The First Ride:

The candidate will ride in the number 2 position while the mentor acts as Lead RC for a ride.

The Second Ride:

The candidate will accompany the mentor as the mentor acts as the Sweep RC for a ride

The purpose of the first two exercises is for the mentor to point out areas that the candidate should be concerned about while acting as a Road Captain. If either the mentor or the candidate feels it is necessary, the first two exercises may be repeated until both parties are satisfied, then the candidate can proceed to the next two exercises.

Third and Fourth Rides:

In the third and fourth exercises the candidate will act as Lead and Sweep respectively while the mentor rides along side and observes.

Final Practical Exercise - Review

At the completion of training, prior to receiving a Road Captain patch and becoming fully qualified as a Road Captain, the Road Captain Candidate will undergo a practical exercise whereby he or she will plan and lead a Road Captain only ride acting as Lead for a part of the ride and Sweep for a part of the ride.

The qualified Road Captains on the ride will evaluate the Candidate based on the following criteria:

1. Route Plan – minimum of a 50 to 200 mile round trip route:

Does the route include sufficient and frequent enough rest stops taking into account the limitations of all models of bikes?

2. Pre-ride meeting:

Was the pre-ride clear and concise? Y - N

Did the Candidate complete the pre-ride brief? Y - N

3. Acceleration from a stop:

Did the candidate accelerate at a pace that enables all riders to comfortably join the group?

Y - N

4. Urban Driving:

Did the Candidate lead the group through an urban environment as to minimize the disruption of the group due to other traffic, stop signs, stop lights, etc? Y - N

5. Lane Changes:

While acting as Lead, were lane changes well planned, necessary and kept to a minimum? Y - N

6. Lane Changes:

While acting as Lead, were lane changes properly executed? Y - N

7. Lane Changes:

While acting as Sweep, did the Candidate execute the lane changes properly? Y - N

8. Hand Signals:

Were hand signals clearly given and held up until acknowledged by the next rider? Y - N

9. Hand Signals:

Were hand signals performed in a timely manner? Y - N

10. Traffic Lane Selection:

Was the group lead in the appropriate traffic lanes given road conditions and route of travel?

Y - N

11. Passing:

Was passing kept to a minimum and if performed, done in a safe manner? Y - N

12. While acting as Sweep:

Did the Candidate recognize unsafe situations and safely correct riders? Y - N

13. While acting as Sweep:

If the group splits up, did the Candidate assume the lead position? Y - N

17. Final Approval: Route 43 HD Y - N