

Club 4X4 Inc. Incorporation Number A0058346N



TRIP RULES

3rd Edition September 2014

Trip Rules



In these Rules, unless the contrary intention appears:

Complimentary Member	means a Temporary Member, usually a sponsor, given complimentary status as a Club Member for a specified timeframe, usually 1 year.
General Member	means to be a General Member of the Club, and relates to the eligibility, rights and privileges of General Members as described in the Club Rules.
Guest	means a person, invited by the Club to a Club trip or function (usually for a special reason)
Junior Member	means a child of an adult Member (General or Temporary Member), under 18 years of age, and who is registered as a Junior Member on the Register of Members
Trip	means any Club approved event that involves use of vehicles such as a four-wheel drive tour or challenge
Trip Leader	means a person authorised by the Club to lead a specified and approved Club trip or event
Visitor	means a Temporary Member, invited by a General Member, as a passenger in the General Member's vehicle

- (1) Changes to Trip Rules must be made via a Special Resolution of Club Members. (Unless the rule is also in the Constitution, the changes do not need to be registered with CAV)
- (2) All trips and events must be approved by the Committee to be covered by Insurance.
- (3) Before using the trip booking process, all participants intending to attend a Club trip, including adults and children, without exception, must be registered as a club member, either as a General Member, Junior Member or as a Temporary Member
- (4) Participants on a trip must comply with these Trip Rules, with the Club Values and any other Club Rule.
- (5) Participants on a trip must obey the laws and regulations that apply to public lands, and if using private land with permission, respect the wishes of the land owner.
- (6) No dogs are allowed on Club 4X4 trips or events unless specifically stated in the trip or event notice
- (7) Safety is a high priority, and is everyone's responsibility. Vehicle owners and drivers are responsible for their own vehicles, and all adult members on a trip are responsible for their own actions and the actions of their children and visitors.
- (8) Enjoyment is to be shared. All participants are part of a team enjoying the trip or event together and are responsible for sharing the workload as directed by the

Trip Leader or their appointed representative. Participants will respect the rights of others while ensuring attitudes and actions are inclusive and participatory.

- (9) Participants on Club trips must minimise environmental impact as much as possible, eg respecting flora and fauna, keeping to formed tracks and use minimum impact driving techniques, removing rubbish, having a well maintained vehicle with minimum exhaust fumes, and using low impact camping practices.
- (10) All participants on a trip must complete a *Personal Details Form* and keep this form in a sealed envelope in the glove box of the vehicle the participant is travelling in. It is the vehicle driver's responsibility to ensure the form is completed.
- (11) Any vehicle that wishes to leave the trip, before the official trip end, must clearly explain to the Trip Leader their intention for safety reasons.
- (12) Members who: refuse or neglect to comply with any Club Rules or Club Values; or are engaged in conduct unbecoming a member, or conduct prejudicial to the interests of the Club, or oppressive conduct, may be fined, have their membership suspended, or be expelled from the Club.
- (13) Prospective Members and Visitors must comply with Club Rules and Club Values. The General Member who is responsible for a Visitor can incur disciplinary action, if the Visitor fails to comply with the rules and values

Trip Leader Authority

- (14) A Trip Leader will be appointed to every Club trip. The Trip Leader takes control of all aspects of that specified Club trip according to Club rules and guidelines.
- (15) The Trip Leader may appoint other Club members or persons to help with aspects of the trip.
- (16) Participants on a trip, ie Club members, Prospective Members and any visitors or guests, must respect the leadership and authority of the Trip Leader.
- (17) Prior to the commencement of the trip, and at the meeting place of the trip, the Trip Leader has authority to refuse any vehicle, if he or she deems that vehicle unsuitable for the advertised trip. And, the Trip Leader has authority to refuse anyone to participate on the trip if they do not have a confirmed booking.
- (18) It is not the role of Trip Leaders to train other drivers in 4W driving techniques as we are not a training organisation. However, drivers may request coaching. At all times, the driver is responsible for his/her own vehicle.

Vehicle requirements for Club Trips

- (19) All vehicles on a Club Trip must be covered by 3rd party vehicle insurance
- (20) All vehicles need to be mechanically sound. More frequent servicing is required if you are 4-wheel driving.
- (21) Your vehicle must be in roadworthy condition and tyres must have suitable tread for the conditions to be encountered, including the spare
- (22) Vehicles must start a trip with a full tank of fuel
- (23) Vehicles must have:

- Recovery points – front & rear.
 - Snatch strap & shackles
 - 2-way radio (UHF) minimum 5 watts capacity
 - 1st aid kit (contents not defined)
 - Fire extinguisher (optional)
- a) Vehicles for a trip rated DIFFICULT must have, in addition to items listed above:
- Tyre pump & tyre gauge
 - Blind for water crossings
 - Shovel
 - Axe and/or wood saw (small chain saw optional)
 - Tyre repair kit
- b) Vehicles for a trip rated VERY DIFFICULT must have, in addition to items listed above:
- Winch
 - Snorkel (may be required)

Trip Notices & Booking Rules

- (24) The Trip Notice will include:
- Name of Trip
 - Trip Leader
 - Date of the trip
 - Expected duration
 - Meeting place and time & place where trip will officially end
 - Location and description of the trip (brief itinerary)
 - **Trip rating** which indicates the trip difficulty based on expected track conditions and helps determine the subsequent driver competency and vehicle requirements for the trip (*Refer to Trip Ratings table*)
 - If there has been a recent reconnaissance trip or this is an exploratory trip based on some local knowledge and/or online research of track conditions
 - The suitability of the trip for young children and families
 - Any specific requirements eg snow chains, food, equipment
 - Maximum number of vehicles permitted on the trip
 - Date after which Prospective Members may book on the trip, usually 7 days after bookings open, so that Club Members have 1st options for places
 - How to book, access to the Booking Form
- (25) The Club must give at least **14 days** for any weekend or long trip or event, and at least **7 days** for any one day or short trip or event
- (26) Club members must book, using the standard Booking Form, to participate on a trip and only attend if their booking is confirmed.
- (27) The Booking Form must name all of the participants (members and visitors) who will be travelling in the vehicle.
- (28) Bookings will be accepted in the chronological order they are received (ie by date/time), except for *Guests*, who have priority
- (29) Trip bookings close **48 hours** prior to the start of the trip

- (30) Trip participants may be asked to review the trip using a standard email rating form, and a volunteer will be asked to write the Club Trip Report (This part of process is organised by Event Manager and Trip Reporter)
- (31) The Trip Leader must submit a Trip Leader Report on standard form, including any incidents or potential incidents.

Radio etiquette

- (32) All vehicles on a trip must have at least 5 watts capacity UHF radio and it must be turned on during the trip. (Not turned off while you listen to your favourite CD!)
- (33) The Trip Leader will decide the channel to be used
- (34) When acknowledging a call, start with your name eg '*John here.....*' and end with '*over*'. Speak clearly and slowly
- (35) Use the radio to ask the Trip Leader for any help you may need with driving techniques
- (36) The radio is not for general chit-chat, keep it to a minimum. It is a communication tool, especially between the Trip Leader and other participants. Don't answer questions directed at the Trip Leader unless the Trip Leader does not answer or asks for your opinion.
- (37) Do not relay a message unless you are asked to. The Trip Leader will sometimes give a land mark for *Tail End Charlie* to measure time and distance between the front and end of the convoy.
- (38) Participants on a trip must not make any derogatory comments about other club members, other vehicles on the track, or any person. Anyone can be listening!

Convoy Rules

- (39) The Trip Leader will arrange the convoy order including *Tail End Charlie*.
- (40) Vehicles must not leave the convoy without permission of the Trip Leader or change the convoy order
- (41) Know who is behind you. Keep the vehicle behind you in view at all times. Stop at any corners or track deviations until you are sure the vehicle behind understands the convoy direction.
- (42) Drive at your COMFORTABLE and SAFE speed. Generally keep 4-6 vehicle lengths distance between vehicles
- (43) On steep inclines or over obstacles, proceed one vehicle at a time and call the next vehicle through when you are clear

Breakdowns

- (44) If your car breaks down, is damaged, or come off the road (meaning a recovery under the present conditions is not safe or possible), and the vehicle is unable to continue on the trip, the Trip Leader and the vehicle owner must make responsible decisions together to plan recovery of the vehicle and to ensure the safety of all passengers, taking into consideration the time of day, and the time it would take to get help. Leaving people stranded in the bush is not an option

without absolute confidence in their safety. The cost of vehicle recovery is the responsibility of the vehicle owner.

Temporary Members on Club Trips

- (45) All Temporary Members must be registered on the Register of Members before applying to book on a Club trip or attending a Club trip (means any participant on a trip is registered – register before booking)
- (46) All Temporary Members must comply with Club rules, Trip Rules and Club Values.
- (47) A Prospective Member or an adult Visitor may only attend 2 club meetings and 2 trips in the financial year in which they are registered, unless approved by the Committee
- (48) Prospective Members and Complimentary Members on a Club trip must ensure:
 - all participants in the vehicle are registered, and all fees paid before making a trip booking (and have a receipt for fees, if fees are applicable)
 - all participants are familiar with the Trip Rules relating to expected behaviours
 - their vehicle meets minimum requirements as described in these Trip Rules
 - all participants have a *Personal Details* Form in the Glove compartment or console
- (49) A General Member taking an adult or child Visitor on a Club Trip must ensure:
 - the Visitor is registered on the Register of Members, and paid all fees, before booking the Visitor on the Booking Form (the Visitor must have a receipt for fees)
 - the Visitor does not drive a vehicle on a Club Trip
 - the Visitor's name is on the Booking Form (bookings close 48 hours before the trip)
 - the Visitor complies with Club Rules and Club Values. (The General Member who is responsible for the Visitor can incur disciplinary action, if the Visitor fails to comply with the rules and values.)
 - there is a *Personal Details* Form in the Glove compartment or console for the Visitor

Trip Ratings

The Club's Trip Rating is based on the Four Wheel Drive Recreational Track Classification System. This is a standard system being implemented by government departments and 4-wheel drive peak bodies.

A number of tracks have been classified in Victoria's State Forest and National Parks along with Victoria's Iconic 4WD Adventures with a standard four level colour coded system to indicate the degree of difficulty of 4WD tracks and routes.

4WD Recreational Track Classification

	EASY	MEDIUM	DIFFICULT	VERY DIFFICULT
Overview Description	All-wheel Drive and High Range 4WD. Novice Drivers.	Mainly High Range 4WD but Low Range required. Some 4WD experience or training required.	Significant Low Range 4WD with standard 4WD ground clearance. Should have 4WD driver training.	Low Range 4WD with high ground clearance. Experienced drivers.
Expected terrain & track conditions	Mostly unsealed roads with no obstacles and minor gradients.	Tracks with some steep and/or rocky/slippery/sandy sections. May have shallow water crossings.	Tracks with frequent steep and/or rocky/slippery/sandy track sections. Possible water crossings.	Tracks with frequent very steep and/or rocky/slippery/sandy track sections. May have difficult river crossings.
Vehicle Suitability	All-wheel drive and High range 4WD. Can be low clearance with single range and road tyres.	Suitable for medium clearance vehicles with dual range and all terrain or road tyres.	Suitable for medium to high clearance vehicles with dual range and all terrain tyres.	Suitable for high clearance vehicles with dual range tyres suitable for the terrain. (Mud terrain tyres)
Recovery Equipment	<i>Refer to Club rules for Vehicle Requirements</i>	<i>Refer to Club rules for Vehicle Requirements</i>	<i>Refer to Club rules for Vehicle Requirements</i>	<i>Refer to Club rules for Vehicle Requirements</i>
Driver training experience	Suitable for novice drivers.	Recommended that drivers have experience or 4WD training. Recommended to be done in groups of vehicles.	Recommended for drivers with reasonable experience or 4WD training. To be done in groups of vehicles.	Drivers with extensive experience and advanced training should only attempt as there are several technical challenges. Recommended to be done in groups of four or more vehicles.
Weather	May be more difficult in wet conditions.	May be more difficult in wet conditions.	May be more difficult in wet conditions.	May be more difficult in wet conditions.