



Greater Western

4x4 Club Inc.

Great Families • Great Friends • Great 4WD Driving

Trip Leader's Guidelines



Rev 1
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1. INTRODUCTION

At the August 2003 General Annual Meeting, FWDV agreed to form a sub-committee with the objective to provide all affiliated FWDV clubs with a simple set of guidelines for Trip Leaders. The sub-committee members are all current members of various 4WD clubs who have a keen interest in ensuring a consistent and simple set of guidelines are developed for club use.

These guidelines have been prepared in response to the Adventure Activity Standards (AAS) produced by the Outdoor Recreation Centre Inc. It is important to note that the AAS are not binding on any person or organisation and have no legal force.

These guidelines have been prepared as a generic document with reference to club specific bylaws and club specific guidelines. There may be special circumstances during a trip where additional actions may be required to ensure safe travelling. At all times, Trip Leaders need to be aware of potential risks and will need to mitigate these risks with common sense logic and appropriate actions.

Each affiliated FWDV club should review its own by-laws and guidelines and ensure that no conflict exists between these guidelines and the club by-laws.

The following clubs were represented in the sub-committee:

Pajero 4WD Club of Victoria Inc.

Nissan 4WD Club of Victoria Inc.

Jackaroo 4WD Club of Australia – Victoria Branch Inc.

Land Rover Owner's Club of Victoria Inc.

Overlanders 4WD Club of Victoria Inc.

CityWest 4X4 Club Inc.

Toyota Landcruiser Club of Victoria Inc.

CFA 4WD Club of Victoria Inc.

Range Rover Club of Victoria Inc.

1.1 Entrance requirements of a Trip Leader / Tail End Charlie

To register as a club Trip Leader or Tail End Charlie the applicant must meet the following requirements –

- 1) Be an up to date financial member
- 2) Successfully completed FWDVic Proficiency Course
(recognition of prior learning can be taken into consideration)
- 3) Successfully completed FWDVic Advanced Driver Training Course or recognition of prior learning but must be demonstrated and must be signed off by a minimum of two Trip Leaders.

1.2 Skills & Attributes of a Trip Leader

A competent 4WD driver does not necessarily make a good Trip Leader. Trip Leaders should always review their own club rules / regulations / by-laws.

As a suggestion, each club should run training sessions, where experienced Trip Leaders can advise new potential Trip Leaders how to run trips. It would also be advisable that a potential Trip Leader has attended a minimum number of club trips.

The suggested Trip Leader pre-requisites include:

- Ability to organise and a sense of responsibility
- Effective communication skills and ability to demonstrate authority
- Knowledge of radio communications as per club policy
- Map reading skills - refer Map Reading Guide (Auslig)
- GPS skills to be used in conjunction with the relevant maps
- Minimum 4WD experience as per the club's Senior Trip Leaders
- Knowledge of convoy procedures and ability to organise the placement of vehicles in convoy
- Responsibility for recovery situations or delegation to a suitable person(s)
- Trip preparation skills. As per Planning The Trip (Section 2.1)
- Knowledge of, or research done on the area(s) proposed for the trip
- Appropriate driving experience for the selected tracks
- An understanding of the track classification system
- The ability to assign an appropriate Trip Rating
- Ability to select and nominate an appropriate Tail End Charlie (TEC) and Ground Charlie

The Trip Leader has responsibility for the safe running of the trip. It is the Trip Leader's responsibility to counsel prospective participants regarding their competency and the trip standard, both before and during the trip.

The Trip Leader has at all times, the absolute discretion to make the final judgement to determine the suitability of vehicles or equipment proposed to be used. Furthermore, the Trip Leader has the discretion to accept or reject any person's participation. This specifically includes drivers and passengers, whether before or after the commencement of the trip. This should be done in accordance with the relevant club by-laws / regulations / policy.

1.3 Trip Participants

All participants on a trip are responsible for their own vehicles and the actions that they take. Adequate pre-trip preparation should be undertaken and as a minimum, participants should:

- Register for the trip with the Trip Leader. Some trips may have strict limits on convoy numbers. Temporary members and visitors need to complete and sign the Temporary Member / Visitor – Trip Participant Form and hand over to the Trip Leader
- Submit the completed and signed Personal Details Form(s) to the Trip Leader
- Maintain their vehicle in a roadworthy condition and tyres must have suitable tread for the conditions anticipated. For longer range trips it is advisable to have a pre-trip vehicle inspection carried out by a reputable 4WD specialist
- Ensure that their vehicle has front and rear recovery points fitted. If not fitted as standard, they need to be installed by a competent fitter, and must be safe for use in a recovery situation
- Provide adequate personal supplies of fuel, food, water and clothing for the trip, relevant vehicle and equipment spares or as otherwise advised by the Trip Leader
- Obey the instructions of the Trip Leader at all times
- Not leave the trip without the Trip Leader's knowledge and agreement

Trip participants should have the following training / skills:

- Essential
 - Minimum 4WD experience, in accordance with the advertised trip requirements and club policy requirements
- Preferred
 - Current Level 2 First Aid Certificate or as appropriate for the trip
 - Bush mechanic skills

2. TRIP LEADERS GUIDELINES

2.1 Planning the Trip

Before setting out on a trip, it is important that some basic planning is completed to ensure that the event is conducted in such a way to ensure that it is both enjoyable and safe for everyone. Selection of the route is the most important consideration. The Trip Leader should endeavour to be conversant with factors such as hazards, points of interest, campsites and expected weather conditions etc.

Consideration should be given to the following:

- *Type* - determine the trip type eg, day trip, week-end, outback trip etc
- *Destination* - determine the destination and / or areas to be travelled
- *Duration* - determine the trip duration and likely stop-overs
- *Route* - plan route (tracks) to include alternate routes in case of adverse conditions
- *Trip Rating* – rate the trip to the highest expected standard and be prepared enroute to make changes to suit weather or track conditions. It should be noted that four wheel driving is unpredictable by its very nature and variation from the expected degree of difficulty is very possible. The following ratings should be used as a guide:

Scenic/Social – Sealed roads and some good unsealed roads or tracks. No four wheel driving experience required. Road tyres are acceptable.

Easy – little or no Four Wheel Driving experience required. Road tyres are acceptable. Front and rear recovery points at Trip Leader's discretion. Expected track classification to be encountered – Green.

Medium – low range may be needed with a snatch strap recovery possible. All terrain tyres preferred. Front and rear recovery points (rated), basic recovery gear (snatch strap, 2 rated shackles and gloves), and appropriate driver training. Expected track classification to be encountered – Green and Blue.

Hard – steep terrain or rutted tracks. Snatch strap and / or winching recovery may be required. All terrain tyres acceptable, mud terrain tyres preferred, road tyres are not acceptable. Front and rear recovery points (rated), basic recovery gear (snatch strap, 2 rated shackles and gloves), and appropriate driver training. Winch and full recovery gear is preferred. Expected track classification to be encountered – mostly Blue & Black





Extreme – very steep, deeply rutted tracks or rock hopping will be encountered. Front and rear recovery points (rated), full recovery gear (snatch strap, rated shackles, tree trunk protector, winch extension, drag chain and gloves), and appropriate driver training. Winching will be expected and an electric or motorised winch is compulsory on all vehicles. Mud terrain or swamper style tyres essential. Warning: Vehicle damage may occur. Expected track classification to be encountered – Black & Double Black.

Track Classification

A track grading classification scale has been developed to assist in advising Trip Leaders and participants on 4WD trips of the type of tracks that they can expect to encounter. It is intended, over time, for all 4WD tracks to be rated according to this scale and sign-posted accordingly.

On most 4WD trips participants can expect that a variety of tracks will be traversed each with an appropriate rating. Trip Leaders should advise participants of the range of track ratings expected to be encountered on the planned route.

The following classifications will assist in determining an overall Trip Rating:

	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
Advisory Sign				
Expected terrain and 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 sections. Possible water crossings.	Tracks with frequent very steep and/or rocky/slippery/sandy 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 and tyres suitable for the terrain. (Mud Terrain tyres).
Recovery Equipment			Recovery equipment required.	Winch/Recovery equipment required.
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 difficult in wet conditions.	Will be more difficult in wet conditions.	Will be more difficult in wet conditions.	Will be more difficult in wet conditions.

Participants - decide on the number of 4WD vehicles, and the number of participants appropriate for the nature of the trip. It is *recommended* that no more than 10 Vehicles are included on four-wheel drive trips. This is primarily an environmental issue and for groups larger than 10, then extra consideration should be given to minimise the environmental impact of the group at rest areas, camping grounds and during vehicle recoveries.

Equipment - assess if any special equipment will be required. i.e. snow chains, hand winch, chain saw, appropriate first aid kit etc. It is highly recommended that a fire extinguisher should be installed in every vehicle in a visible and easily accessible location.

Vehicle Requirements – depending on trip duration and location(s), you may need to remind vehicle owners of their responsibility to ensure their vehicle is roadworthy and appropriately set up for the trip.

Permits - check if permits are required for the area or areas that you may pass through.

Maps – obtain relevant and current maps of the areas.

Season - decide on the time of year to run the trip.

Activities - consider other activities which may be included in the trip.

Research - Gather information about the area to be visited, maps, books, contact other club members and relevant authorities.

Supplies - consider, fuel, food, water, clothing, camping requirements, accommodation.

Convoy Communications – determine minimum radio requirements for the trip in accordance with club policy.

Emergency Communications – determine the communications necessary in an emergency situation. It is important to be aware of areas where normal communication equipment (mobile phones) will not operate, so the need for specialist equipment (sat phone, HF radio, EPIRB etc.) should be considered.

- **Ground Charlie** – select your base contact person (Ground Charlie), provide them with your trip details including Emergency Plans and Trip Participant List. Report to Ground Charlie on an agreed timeframe. Use Sat phone / HF Radio Mobile Phone etc. Reporting method will vary depending on length of trip and destination. Stick to a pre-arranged schedule.

Definition – Ground Charlie is a person who is contactable at all times (at home or base camp) and who can contact emergency services and / or emergency contacts when and if required

- **Emergency Plans** - develop an emergency plan in response to potential incidents such as bushfires, personal injury, mechanical or vehicle damage, alternative routes, Total Fire Bans, etc. Include emergency requirements for food, water and clothing as appropriate for the type of trip. A copy of the Emergency Plan shall also be provided to the TEC at the start of the trip and Ground Charlie before the trip

2.2 Trip Planning Resources & Contacts

Useful contacts include:

- Parks Victoria Information Line – Ph: 13 19 63
- Parks Victoria website www.parkweb.vic.gov.au
- Bureau of Meteorology website www.bom.gov.au/weather/vic.
- Departments of Primary Industries, Sustainability & Environment Ph: 13 61 86
- Departments of Primary Industries, Sustainability & Environment website www.dse.vic.gov.au
- Four Wheel Drive Victoria Ph: +61 3 9857 5209
- Four Wheel Drive Victoria website www.fwdvictoria.org.au Contact the local pub, post office, store, local Park Ranger, Police Station and SES in the area you are going.
- Reporting inappropriate behaviour (Bush Telegraph): 13 28 74

2.3 Advertising the Trip.

- Trip details have to be advertised prior to the trip - preferably the Club's website, facebook page or bulk e-mail. For Public Liability insurance reasons, it is necessary to prove it is a club event.
The current insurance policy does not cover impromptu trips run by club members
- Trip / Social co-ordinator needs to mention proposed trips at club (monthly) meetings so that they are recorded in the club minutes and retained for a minimum period of six years
- Club trips must be promoted within the club and available to all members. As a guide when a trip is advertised it should have a minimum of two vacancies
- The minimum advertising details for a trip shall include but not limited to:

Dates / Duration – nominate dates, commencement time and duration of trip.

Destination(s) – state the meeting point, destination(s) and approximate distance to be travelled from start to finish.

Trip Rating – advise overall Trip Rating as determined during the trip planning.

Equipment – list minimum equipment requirements for the trip in accordance with trip rating. Each club / Trip Leader shall determine the minimum requirements.

Vehicle numbers – state minimum number of vehicles (suggested maximum 10 vehicles per convoy). Each club / Trip Leader to determine the limits. Public Liability insurance requirements need to be considered.

Vehicle requirements – state minimum vehicle requirements including communications, accessories and relevant vehicle spares. Remind vehicle owners of their responsibility to ensure their vehicle is roadworthy and appropriately set up for the trip.

Recovery Gear – state minimum recovery gear required for the trip.

Provisions – state the provisions required for trip including, food, water, fuel, clothing, medication etc.

Refer Sample Trip Advertisement – Appendix A

2.4 Documentation / Paperwork - (Refer attached forms)

Appendix D, contains all required forms, however not all forms need to be completed on every trip. Details on each of the forms are as follows:

Trip Participant List – compulsory form - all details must be provided on every trip including visitors and temporary members

- **Temporary Member / Visitor** – compulsory form - temporary member or visitor status shall be in accordance with Club Rules / By-laws. Determine if a club fee applies. Form must be completed, signed and handed over to the Trip Leader
- **Personal Details Form** – compulsory form – this form includes medical and personal details, which must be completed and signed by all participants. The form should be placed in a sealed envelope and placed in the participant's vehicle glove box. Two additional sealed copies should also be handed over to the Trip Leader
- **Greater Western Trip Incident Report** – details need to be recorded for potential insurance purposes
- **Emergency Plans** – refer checklist provided.

2.5 Temporary Member or Visitor Attending Trip.

- Names and details should be included on the Trip Participants List and a Temporary Member / Visitor Trip Participant form completed and signed. Personal Details Form(s) should also be completed, signed and handed over to the Trip Leader in sealed envelopes

2.6 Running the Trip

The following activities and tasks should be carried out:

- **Meeting point** – state the meeting point and carry out all the introductions
- **Briefing(s)** – provide trip briefing(s) and state the planned daily activities
- **Secure loading** – remind participants to check that all equipment stored in, or on the vehicles are secured appropriately
- **Head count** – confirm head count before, during and immediately following the trip
- **Trip report** – nominate person(s) to complete trip report(s)
- **Weather** – check weather reports prior to trip and if possible, every day on a multi-day trip
- **First aid** - identify a first aider in the group and / or location of first aid kit(s)
- **Convoy order** – determine convoy order and appoint a Tail End Charlie (TEC)
- **Tail End Charlie** – the TEC has the responsibility for keeping the trip leader informed of the progress or delays of the group and for ensuring that gates are left open or closed as found by lead driver
- **Convoy procedures** – explain convoy procedures as per club Rules / By-laws. Refer Appendix B.
- **Communication** – UHF channel 16 is the club Channel. Carry out a radio check before departing. Channel 10 shall be used as the National 4WD Channel to contact other groups in the vicinity and to avoid head-on collisions
- **Ground Charlie** – contact Ground Charlie as agreed
- **Tread lightly** – look after the environment and leave nothing but footprints
- **Code of ethics** – remind participants about the code of ethics (Refer Appendix C)
- **Breaks** – make sure you provide adequate toilet breaks, coffee breaks etc
- **Setting camp** – make sure you stop and set up camp well before sun set. Happy hour is a good idea and gets the group to mix and socialise
- **Leaving trip early** – when it is agreed between the Trip Leader and a participant that they will depart the trip prior to completion, the departing driver should confirm a safe exit route with the Trip Leader. The Trip Leader should advise Ground Charlie of the participant's departure at the earliest opportunity, being at least the next pre-arranged communication time. It is not desirable for a single vehicle to travel in the bush off-road. Where possible assign one or more vehicles, preferably with experienced drivers, to assist.

2.7 Ending the Trip

It is important to have a definite end point.

- **End point** - select a location during the planning stages
- **Announcement** – make an announcement that it is the end of the trip
- **Getting home** – provide instructions on how to get back to a known point / road or even home
- **Trip reports** - confirm person(s) writing trip report(s)
- **Ground Charlie** - notify Ground Charlie
- **Paperwork** - complete the relevant paperwork - reports etc. Return Personal Details forms to all participants

2.8 After the Trip

- Return club or any other equipment borrowed or on loan
- Hand in paper work (forms) to club Trip Co-ordinator, or other designated person(s)
- When applicable, submit Victorian Track Survey Form and 4WD Accident Survey Form to Four Wheel Drive Victoria
- Ensure the trip report is submitted for club magazine by required date
- Clean vehicle and equipment after each trip and between eco-sensitive areas
Start thinking about planning the next trip

Appendix A Sample Trip Advertisement

GREATER WESTERN 4X4 CLUB

MARYSVILLE TRIP

Sunday 24th March 2013

This trip will suit novice members wanting to step up a level

GENERAL INFORMATION:

- Marysville I is surrounded by the Marysville State park that caters for all skill levels of Four Wheel Driving. **This trip is rated EASY WITH INTERESTING SECTIONS.**
- We will enter The park from just out of the town of Granton (not far from Narbethong) via the Marysvill Rd.
- Map being used for this trip is Rooftop Map "Marysville – Lake Eildon. Adventure Map
- If you wish to attend the Trip, but may need to leave the Trip early, please advise the Trip Leader prior to the Trip so that the Trip Leader can plan for your safe exit. Ideally, you should be registered for the whole event.
- There are no toilets in area which we will be travelling. It would be advisable to bring a shovel to bury any toilet waste, which includes toilet paper, should you need to during the remainder of the day – Parks & DSE Policy clearly states that toilet waste must be buried in a 15cm deep hole, which is to be at least 100 metres away from watercourses and campsites.
- All Trip Participants, including passengers, must wear fully enclosed footwear (e.g. sneakers, work type boots) whilst on this Trip.
- Passengers are welcome in Members' vehicles.
- In accordance with Club Regulations, no Alcohol is permitted or to be consumed on this Trip.
- Trekking is expected to commence at 10:00am at our air down point in the state park and the Trip is expected to conclude approximately 4:30 – 5:00pm (flexable).

MEETING PLACE:

The **SERVICE CENTRE BAY** at the **Mobil Service Station** Greensborough bound on the Western Ring rd The meeting point has a fully operational Mobil Service Station and also has a McDonalds outlet. Public Toilet facilities are provided in the McDonalds section of the outlet. We will be waiting in the McDonalds parking bays outside of McDonalds.

MEETING TIME:

8:00am Sign On & Equipment Inspection (**out of respect for other members, please DO NOT be late**)
8:20am Initial Trip Briefing
8:30am Departure
10.00am Arrival at Air Down Point and 2nd Trip Briefing
10:15am Trekking Commences

APPROXIMATE DISTANCE:

250kms approximately from meeting spot (including tracks).

FUEL:

Full Tank from the Mobile Station at the meeting point will be sufficient for this Trip. It has all fuel types.

CONVOY LIMIT:

10 Vehicles, which includes the Trip Leader and Tail End Charlie.

(Appendix A Sample Trip Advertisement – continued)

TRIP STANDARD:

Easy with some interesting sections (wet weather can make this trip Harder). Low range may be needed on a some tracks and snatch strap and/or winch recovery may be needed.

To attend this Trip, you do not require the proficiency certificate

RECOVERY EQUIPMENT:

The minimum requirement is one Snatch Strap, 2 Bow Shackles rated 3.25 Tonne each, and Riggers Gloves (a full recovery kit is preferable and more appropriate, but not essential). Riggers Gloves must be worn when dealing with recovery equipment or for track clearing if encountered. An inspection of recovery equipment will be carried out at the meeting place, therefore please ensure you have your equipment with you and that it is in very good condition.

VEHICLE & EQUIPMENT:

Your vehicle must be Roadworthy and appropriately set up for the trip (**if you know of any mechanical or maintenance issues with your vehicle, you must have these fully resolved/rectified before the Trip**). Appropriate or Acceptable front and rear recovery points, for snatch strapping or winching, are essential. Tyres on or very close to roadworthy are not acceptable. Onboard UHF Radio, basic vehicle spares and tools, First Aid Kit and Fire Extinguisher.

FOOD AND GENERAL PROVISIONS:

You need to be fully self-sufficient and bring enough Food, Water and Snacks for all persons in your vehicle for Morning Tea, Lunch and Afternoon Tea. You also need to bring sufficient Water for every person in your vehicle. Weather can be very unpredictable in the mountains so please bring a warm article of clothing, like a jacket or coat, to protect you from the cold.

EMERGENCY CONTACT / PERSONAL DETAILS:

Each driver must bring three (3) sealed envelopes (with your name and vehicle on the front) containing completed Emergency Contact / Personal Details forms for all persons travelling in the vehicle. Please complete these prior to leaving home. You should retain one envelope in the vehicle glove box or centre console and provide two envelopes to the Trip Leader at Sign On, which will be returned to you at the end of the trip.

TRIP REGISTRATION:

To register for the Trip, please contact the Trip Leader directly per the details below.

EVENT ORGANISER/TRIP LEADER:

Jim Mizzi

Tel: 0408 975 058

Fax:

Email: jimmizzi@iprimus.com.au

Appendix B Convoy Procedures

Start - At the commencement of the trip, the Trip Leader shall arrange the convoy order and nominate a vehicle to be last in the convoy (Tail End Charlie).

All vehicles shall stay in the convoy order unless directed otherwise by the Trip Leader.

Communications - Convoy communication shall be by the designated CB Radio or UHF Radio channel selected. The nationally recognised 4WD convoy channel is Channel 10 on both AM and UHF frequencies. If you are unable to make radio contact, flash your headlights onto the vehicle ahead. This is a signal for the rest of the convoy to stop.

Keep unnecessary chatter on the radio to a minimum when navigating difficult areas. If in any doubt of the best / safest way to proceed through hazards / obstacles, ask the Trip Leader or more experienced driver for advice. Remember you probably won't be the only one experiencing difficulty.

Acknowledge all radio calls from the Trip Leader.

Travelling- Keep the vehicle behind you in view at all times and at any decision point (corner, deviation, obstacle):

- *Wait for the following vehicle*
- *Indicate where to go (use indicators if appropriate)*
- *When acknowledgment is received, then proceed*

Drive at your COMFORTABLE and SAFE speed. Generally keep 4-6 vehicle lengths distance between vehicles and keep the convoy moving.

On steep inclines / obstacles:

- *Proceed one vehicle at a time*

On very steep or difficult terrain:

- *Call the next vehicle through when you are clear*

All gates are to be left as they were found. The Trip Leader is responsible to ensure that the last vehicle knows to leave the gate open or closed.

Vehicles should not leave the convoy other than in exceptional circumstances and before doing so must obtain approval from the Trip Leader.

Remember you are responsible for the vehicle behind you!

Code of Ethics - At all times abide by road rules and regulations and drive in a manner consistent with the Four Wheel Driver's Code of Ethics.

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Appendix C Four Wheel Drivers' Code of Ethics

Four Wheel Drive Australia (ANFWDC) has produced this document in the interest of promoting responsible recreational vehicle use.

All members of Four Wheel Drive Victoria and its affiliated clubs should abide by this Four Wheel Driver's Code of Ethics:

- 1) Obey the laws and regulations for Recreational Vehicles that apply to public lands.
- 2) Respect the cultural, heritage and environmental values of public / private land by obeying restrictions that may apply.
- 3) Respect our flora and fauna. Stop and look but never disturb.
- 4) Keep to formed vehicle tracks.
- 5) Keep the environment clean. Carry your own and any other rubbish out.
- 6) Keep your vehicle mechanically sound and clean to reduce the environmental impact.
- 7) Adopt minimal impact camping and driving practices.
- 8) Seek permission before driving on private land. Do not disturb livestock or watering points, leave gates as found.
- 9) Take adequate water, food, fuel, basic spares and a first aid kit on trips. In remote areas travel with another vehicle and have appropriate communications.
- 10) Enjoy your recreation and respect the rights of others.
- 11) Plan ahead and lodge trip details with a responsible person.
- 12) Support four-wheel drive touring as a responsible and legitimate family recreational activity. Consider joining an affiliated four-wheel drive club.
- 13) Report inappropriate behaviour (Bush Telegraph) on: 13 28 74

THIS CODE SUPPORTS THE NATIONAL RECREATIONAL VEHICLE POLICY AND IS VALUABLE,
ONLY IF YOU OBSERVE IT

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Appendix D Trip Forms & Documentation

- Trip Participant List
- Temporary Member / Visitor - Trip Participant Form
- Personal Details Form
- Trip Incident Report (Greater Western)
- Incident Report Form (Affinity Insurance / FWDVIC)
- Emergency Plans - Check List



TRIP PARTICIPANTS ATTENDANCE LIST - **GREATER WESTERN 4X4 CLUB**

Complete this form for all advertised Club Trips with copies to Ground Charlie prior to the Trip and to Trips & Social Committee Member at end of the Trip.

Trip Name	Location(s)	Date(s)	Trip Leader	Ground Chart

ALL PARTICIPANTS:

1	Driver's Name	M/Ship No.	Vehicle Make/Model	Vehicle Reg'n No.	No of Passengers	Personal Details Form Y/N	Passenger's Name use (ID) to indicate if additional driver
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

ANY REPORTABLE INCIDENTS? – Yes / No (If Yes, fill in the Incident Report Form)

TEMPORARY MEMBER / VISITOR - TRIP PARTICIPANT FORM

*This form should be completed for all club trips when a temporary member or visitor driving his / her own vehicle attends a Club trip or travels as a guest in a member's vehicle.
The form should be completed and payment made to the club well before the date of the trip. If this is not possible you should submit the completed and signed form to the Trip Leader together with your payment of \$10.00 BEFORE the commencement of the trip.
Note that this form covers members of one family only.*

TRIP: _____ DESTINATION: _____

DATE/S: _____ TRIP LEADER: _____

TEMPORARY MEMBERSHIP / VISITOR FEE \$10.

TEMPORARY MEMBER / VISITOR INFORMATION

NAME: _____

Address: _____ Postcode: _____

TELEPHONE (home) _____ (Mobile) _____

PASSENGERS: (Show name and relationship to the temporary member. For children show date of birth. Children over the age of 19 should complete their own Temporary Membership form)

Name (In full)	Relationship	Date of Birth (for children)

Vehicle make: _____ Model: _____ Colour: _____ Rego: _____

PERSONAL DETAILS:

Complete and sign separate Personal Details Form(s) and hand over to Trip Leader

- 1) As a temporary member/visitor you are representing the(Club) and are expected to abide by our Rules and By-laws. If you are not familiar with our Rules or By-laws please ask the Trip Leader to explain them to you or give you a copy to read.
- 2) If you are not confident or do not wish to attempt any part of an event, it is your responsibility to inform the Trip Leader.
- 3) In the event of vehicle recovery, it is the vehicle owner's responsibility to approve recovery attachment points and, where safe, to perform the attachment.
- 4) Safe driving practices must be adhered to at all times.
- 5) Please check your vehicle insurance to ensure it has the appropriate level of cover.
- 6) In return for your payment of the temporary membership fee prior to the commencement of the trip, you are covered by the Club's public liability and personal accident insurance policies for the duration of the trip, subject to the terms, conditions and exclusions of the policies ("the insurance cover"). The insurance cover provided is subject to your payment of the temporary membership fee prior to the trip commencing. If the temporary membership fee is not paid prior to the commencement of the trip, there is no insurance cover.
- 7) Visitors may attend no more than two trips / events as a Temporary Member / Visitor prior to joining the Club.

Acknowledgement

I agree to abide by the Club's Rules & Bylaws of the (Club) and the directions of the Trip Leader.

Signature: _____ Name – Please print: _____ Date: _____

Signature: _____ Name – Please print: _____ Date: _____

RECEIPT

Received the sum of Ten Dollars as a Temporary Membership fee for the (Club)

From: _____

Signed: _____ Position: _____ Date: _____

On behalf of the (Club) (Postal Address)



PERSONAL DETAILS FORM

The details below are very important in the event of an accident or personal injury. Please fill in correctly and completely.

NAME: _____

ADDRESS: _____ POSTCODE: _____

PHONE NUMBERS: _____ D.O.B. _____

NEXT OF KIN NAME
(Not on Trip): _____

ADDRESS: _____ POSTCODE: _____

PHONE NUMBERS: _____ Relationship: _____

DOCTOR NAME: _____

ADDRESS: _____ PHONE: _____

MEDICARE NO: _____ PRIVATE HEALTH INSURANCE: _____

AMBULANCE NO: _____ INSURER: _____

BLOOD TYPE: _____ MEMBER NO: _____

Do you want to be treated as a Private Patient? Y / N (Please Circle)
If NO, Private Health insurance details should not be passed to the authorities

MEDICATION: _____

KNOWN ALLERGIES: _____

OTHER: _____

This personal information form should be placed in a sealed envelope with your name on the front. The envelope should be carried in the vehicle along with envelopes for each person travelling in the vehicle. Please keep in the glove box or centre console. Two (2) sealed copies should also be handed over to the Trip Leader. Envelopes should be returned to the participants after the trip for re-use on the next trip.

Signature: _____ Date: _____

GREATER WESTERN 4X4 CLUB INC.

Trip Incident Report Form

Date: _____

Trip Name: _____

Trip Leader: _____

TEC: _____

Names of members / public involved:

1. _____

2. _____

3. _____

4. _____

Description Of Incident :

Any Personal Injuries:

Any Property Damage:

The Greater Western 4x4 Club committee must be notified of the incident as soon as communication can be established. The completed form must given to the Club President or Vice President within three days of the trip's completion.

INCIDENT REPORT



TYPE YOUR BUSINESS NAME HERE

Site/Venue of accident:
Exact location overleaf...

Address:

Phone: **Fax No:** **Email:**

Contact Person: **Date of Incident:**

Time of Accident:	<input style="width: 90%; height: 20px;" type="text"/>	Activity	<input style="width: 90%; height: 20px;" type="text"/>	<input type="checkbox"/> Own Land
				<input type="checkbox"/> External Property
Weather conditions:	<input style="width: 600px; height: 25px;" type="text"/>			
Leader(s) in charge of and/or supervising injured party:	<input style="width: 200px; height: 25px;" type="text"/>		Numbers under supervision:	<input style="width: 50px; height: 25px;" type="text"/> <input style="width: 50px; height: 25px;" type="text"/>

INJURED PERSON DETAILS:

Name:

Address:

Phone: **Date of Birth:** **Experience in activity**
Beginner/moderate/experienced

ACCIDENT OCCURRED WHILE:

- List Activity
 List Activity
 Other please detail

INJURY LOCATION:

- | | | |
|---|-----------------------------------|---|
| <input type="checkbox"/> Head (Skull, Face, Jaw, Ears) | <input type="checkbox"/> Eyes | <input type="checkbox"/> Neck |
| <input type="checkbox"/> Trunk (Chest, Abdomen, Buttock, Pelvis) | <input type="checkbox"/> Spine | <input type="checkbox"/> Arm (Shoulder, Elbow, Forearm, Wrist, Hand, Finger, Thumb) |
| <input type="checkbox"/> Leg (Hip, Thigh, Knee, Ankle, Foot, Toe) | <input type="checkbox"/> Internal | <input type="checkbox"/> Other please detail |

INJURY SEVERITY:

- | | | |
|---|---|---|
| <input type="checkbox"/> First Aid (Continued to participate) | <input type="checkbox"/> First Aid (Went home) | <input type="checkbox"/> First Aid (sought medical attention after leaving) |
| <input type="checkbox"/> Ambulance | <input type="checkbox"/> Doctor's or Dental Treatment | <input type="checkbox"/> Hospital Treatment (Admittance) |
| <input type="checkbox"/> Fatal | <input type="checkbox"/> Other please detail | |

INCIDENT REPORT

WITNESS DETAILS:

Name:			
Address:			
Phone:		Date of Birth:	
		<input type="checkbox"/> Staff member <input type="checkbox"/> Volunteer/Other participant	
		<input type="checkbox"/> Other please detail	

ACCIDENT SUMMARY

Description of accident, exact location, observations of signs and symptoms of injuries, treatment and follow up; include times and names of those involved in treatment at all stages.

Signed:

Date:

- Please find attached a signed waiver
- Please find attached photos taken
- Please find attached supporting documentation

GREATER WESTERN 4X4 CLUB INC.

EMERGENCY PLANS - CHECK LIST

In planning a trip it is important to recognise that you are expected to return home on an appropriate date or time or to arrive at a particular destination when you say you will.

There are always other external parties that are affected by where we go and to this end it is important for all participants to know whom to contact for information when things go wrong or emergency contact is required to a trip participant.

NAME AND CONTACT DETAILS OF EXTERNAL PERSON (Ground Charlie):

NAME: _____
ADDRESS: _____
TEL: (W) _____ (AH) _____

TRIP ROUTE: MAIN HIGHWAYS AS PER TRIP INFORMATION SHEET

REFUGE EVACUATION POINTS - list helipads and other area's such as football grounds or open areas if appropriate:

CONTACT DETAILS.

POLICE: _____ **or 000**

STATE EMERGENCY SERVICE:

LAND MANAGER:

COMMUNICATION REQUIREMENTS.

Is area covered by mobile phone network?

Do I need a sat phone?

Do I have access to an HF radio?

In remote areas, what time will I call Ground Charlie?

How can external contact get messages to me?

What strategy do I have if I do not contact the external contact?