

**Mitsubishi 4WD**



**Owners Club WA Inc**

**TRIP LEADER BOOKLET**

# **Mitsubishi 4WD Owners Club of WA (Inc)**

## **TRIP LEADER BOOKLET**

### **1. Introduction**

This booklet has been prepared to assist members with their obligations as a Trip Leader (TL). Trip Leaders should familiarize themselves with the contents of this booklet and the appendices as part of their trip preparation.

The guidelines are by no means exhaustive as each trip will present different situations that will need to be considered. Trip Leaders need to be aware of potential risks and will need to mitigate these risks with common sense, logic and appropriate actions.

In the event that any content of this booklet (or interpretation of) should differ from the Club's Rules Of Association or the Club's Policies and Procedures, then the Rules of Association or the Policies and Procedures shall apply.

### **2. Trip Leader**

The club will determine the minimum skills and attributes required of a club member to be considered as a suitable and responsible Trip Leader.

A member may volunteer to be a Trip Leader for a specific event, or a member may be invited by the Trip Co-ordinator to lead an event. The determination of a members' suitability to act as a trip leader for any such event will be made by the Club's Trip Co-ordinator.

For each club trip, the appointed 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. The Trip Leader also 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 Club's Policies and Procedures

### **3. Trip Planning Overview**

The Club's Trip Co-ordinator is responsible for setting the Trip and Event calendar for each year, and is also required to match each event with a suitable Trip Leader.

Once a Trip Leader is allocated for a trip, the Trip Leader is then responsible for all the relevant trip arrangements. The Trip Co-ordinator will perform a mentoring role with regard to all Trip Leaders from the time of their appointment to the completion of all the tasks required following the actual trip.

All information relating to the particular trip including previous trip reports, mapping data, magazine articles that exist within the club's information systems will be provided to the Trip Leader as soon as practical. The Trip Leader will confirm arrangements with the Trip Co-ordinator at least three months prior to the date of the trip or event.

The Trip Leader is required to make suitable arrangements for the trip to be promoted, and available to all members. Such promotion will be in the form of an announcement at a club meeting, and may also include a flyer on the club facebook page, or an email to all club members.

This promotion of a trip is mandatory as we are required by the club's Public Liability insurer to establish an event as a club activity and not just an impromptu trip run by a club member.

There are three types of club trips:

1. Day trip, an event that starts and finishes on the same day
2. Weekend Trip, with a maximum of three nights duration
3. Extended Trip, with more than three nights away

Registered Visitors are not allowed to participate on trips of more than 3 nights – refer Policies & Procedures #20 for further information.

Following a club trip, whatever the duration, the Trip Leader must return the completed attendance lists to the Trip Co-ordinator for inclusion into the club recording system.

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**4. Trip Leader**

Once a member has been appointed as a Trip Leader there are actions which must be carried out prior to a trip. It is also strongly recommended that when possible the Trip Leader conducts a trial run of the proposed route to become as familiar as possible with the track conditions, potential hazards, points of interest and campsites that may be present on the day(s) of the proposed trip.

The Trip Leader will also be required to consult with the Trip Co-ordinator to confirm the trip rating. Refer to Appendix #2 for a summary of the trip rating levels

The pre-trip requirements are included in the Pre-Trip Action List (Appendix # 1) attached to these guidelines. The Trip Co-ordinator will forward a copy of the Pre-Trip Action List to the Trip Leader and advise the timetable for completion of the trip details. All items on the Pre-Trip Action List must be completed to the satisfaction of the Trip Co-ordinator.

Each Trip Leader will be provided with a Trip Leader folio case, which will contain copies of club information, leaflets that the TC considers necessary. Such leaflets may include the Duty of Care Statement, Convoy Procedure, and Incident Report Form.

**Trip planning**

The Trip Leader should take into consideration when planning their trip -

**Equipment**

Identify any special equipment that will be required in addition to the mandatory equipment list as per the Club policy.

E.g. Club Recovery gear bag, Club Sat phone, Club Defibrillator

**Supplies**

- **Supplies** – consider where fuel, food and water can be obtained.

Trip leaders planning extended trips must supply participants with distances between fuel, water and food locations.

Check with small towns / communities on fuel availability and how fuel is paid for – by cash or card.

- **Emergency Supplies**

Ensure emergency supplies if required are mentioned in trip briefer.

**Accommodation / Camping**

Bush Camping – when selecting a site take into consideration the number of vehicles / people, whether there is room for caravans, trailers or tents and what toilet facilities are or are not available.

Caravan parks or Station stays – ring beforehand and check prices, availability and whether a deposit is required.

**Meeting place** - ensure there is sufficient parking for all trip participants.

**Meeting time** – Give people time to get through early morning traffic.

**Departure time** – If at a coffee shop etc ensure participants have time to buy and consume their coffee.

**Maximum number of vehicles** – recommended max of 10 for 4wd trips.

**Trip Details** - Description of the trip should include what the aim of the trip is, places of interest, approximate distance and any special requirements e.g. high clearance, long distance between fuel stops etc. Also, if an overnight trip mention whether caravans, off road caravans, camper trailers or off road camper trailers are permitted.

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#### Trip Briefer to Participants

Several weeks before the trip, email a Trip Briefer to the participants.

##### **Include**

A more detailed trip description with

- Trip Leaders mobile phone number - in case of any last minute delays.
- A Daily itinerary (from A to B) - encourage participants to also supply this to family members.
- Any special provisions required for the trip, e.g. extra flour if doing campfire baking.
- Electronic map data – routes and waypoints. (If applicable)
- A copy of the Club's Mandatory equipment list and any special equipment recommended (e.g. Maxtrax)
- For an Extended trip - Emergency contact details so participants' family can contact the Trip Leader. (e.g. Club sat phone number or other available Sat phone number)
- Distance between Fuel/ Food and Water stops.
- For remote trips a copy of the Club's Essential Items for Remote Trips.
- For remote trips, a reminder to carry cash.
- For remote trips, a reminder to carry emergency rations and water.

#### Running the Trip

##### At the Meeting Point

##### **Brief participants**

- on the location of the Sat phone, Defibrillator and First Aid Kit.
- on the day's activities, the distance to travel for the day and the morning tea and lunch stop locations.
- on Convoy Procedure, especially Marking the Corner and not getting behind Tail End Charlie.
- that they are to let the Trip leader know if they are pulling over and stopping, even if it is only for a pit stop.

**Organise your Convoy** nominate a person(s) for

- Tail end Charlie
- First aid person
- Photographer
- Trip note taker

***Ensure all participants are aware of who is doing these roles, especially Tail end Charlie and the First Aid person.***

If possible for extended trips organise these positions beforehand so nominees are prepared.

##### Daily

Brief participants on the day's activities, the distance to travel for the day and the morning tea and lunch stop locations.

Do a head count – make sure you have not lost any one.

**Weather** check weather forecast prior to your trip and if possible daily on a multi-day trip.

**Breaks** – plan to stop for breaks not more than 2 hours apart, if someone needs to stop before then the convoy should stop with them.

**Leaving the trip early** – If a participant wishes to leave the trip early they will confirm with the Trip Leader a safe exit route.

##### The Role of Tail end Charlie

The role of the TEC is to inform the trip Leader

- that all vehicles have followed the Leader
- about things at the rear of the convoy the Trip Leader would not be aware of.

TEC should inform the Trip Leader:

- when all vehicles have left the parking area,
- when all vehicles have turned left or right,
- the Trip Leader will acknowledge those transmissions.

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#### **5. Trip Co-ordinator**

The Club Trip Co-ordinator has the task of monitoring a Trip Leaders planning of each event, and also the responsibility for ensuring the trip arrangements comply with the Club Policies and Procedures.

The Trip Co-ordinator also has the responsibility to manage the Club Trip Database System. This includes the data entry of trip details, listing member nominations for trips, forwarding attendance lists to Trip Leaders prior to each trip, and completion of the attendance listings post-trip for the allocation of Club Points.

The Trip Co-ordinator should have sufficient detail about each trip in order that a Trip Attendance Nomination List is printed and displayed on the Club Trip Notice Whiteboard at a minimum of two members meetings prior to a trip.

#### **6. Trip Database System**

The club has a database system for recording information about membership, visitors, equipment, and for recording attendance nominations for club events and for the actual attendance.

For a general club trip, of any duration, a General Trip List (refer Appendix #3) is generated by the TC and is displayed on the Trip Notice Board at club meetings. Members and Registered Visitors may record their names on this list as a nomination to attend. They may also contact the Trip Leader directly to have their nomination to attend recorded. This General Trip List is updated regularly and it is printed for display at each meeting prior to an event date.

Following the last members meeting prior to the trip date the TC will email the updated list of nominations to the Trip Leader as a Record of Attendance List (Appendix#4). The Trip Leader will print a hard copy of the list to record the actual attendance at the start of the trip.

Following the trip the TL will return the marked Trip Attendance List to the Trip Co-ordinator who will update the database system. The entry of attendance details will also automatically make an allocation of club points for the Club Member of the Year Award.

At any time prior to the date of the event, this system may also be used to send information regarding the trip to all members and registered visitors who have nominated for the event. Trip Leaders will receive regular updates of the trip list, and this includes all email addresses for participants, which may be used by the Trip Leader to forward any information regarding the trip direct to those people listed for the event.

#### **List of Appendices**

- 1. Pre-Trip Action List**
- 2. Policy 16 – Grading of Trips**

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**APPENDIX # 1**

**PRE-TRIP ACTION LIST**

TRIP LEADER: Please provide as much information as possible and forward the completed list to the TRIP CO-ORDINATOR at your earliest opportunity

TRIP NAME (DESTINATION)			
TRIP LEADER NAME			
CONTACT DETAILS -EMAIL			
CONTACT DETAILS -PHONE			
CO-TRIP LEADER NAME			
<b>DURATION OF TRIP (VISITORS NOT ALLOWED ON TRIPS OF MORE THAN 3 NIGHTS)</b>			
DATE OF TRIP START			
MEETING/START POINT			
MEETING TIME			
PROPOSED FINISH/END OF TRIP			
GRADE OF TRIP			
<b>MAX NUMBER OF VEHICLES (&gt;15 MUST HAVE CO-TRIP LEADER)</b>			
<b>DO YOU INTEND TO CONDUCT A PRE-TRIP?</b>			
<b>HAVE YOU BOOKED A RECOVERY BAG?</b>			
<b>ARE YOU PLANNING TO TAKE THE DEFIB OR THE SAT PHONE?</b>			
<b>DO YOU NEED ANY PERMITS FOR THIS TRIP?</b>			
<b>DO YOU HAVE OZIEXPLORER WPs OR TRACK FILES?</b>			
<b>ARE REGISTERED VISITORS ALLOWED ON THIS TRIP?</b>			
<b>ANY SPECIAL VEHICLE OR EQUIPMENT REQUIREMENTS</b>			

## **POLICIES & PROCEDURES**

### **16. GRADING OF TRIPS**

#### **1. Grade 0**

No four wheel driving involved. Driving on bitumen roads, social events etc.

#### **2. Grade 1**

Very easy going with little four wheel driving involved.

#### **3. Grade 2**

A moderate trip with some four wheel driving involved. Towing or winching not required. Suitable for all levels of experience.

#### **4. Grade 3**

A medium grade four-wheel drive trip with some skilful off-road driving required. Towing or winching not normally required. Suitable for experienced drivers.

#### **5. Grade 4**

A moderately hard four wheel drive trip, with skilful off-road driving required. Towing or winching may be required. Suitable for experienced drivers only. Visitors may not be permitted. The Trip Leader will ultimately decide on eligibility.

#### **6. Grade 5**

An extremely difficult four-wheel drive trip.

All participants must be experienced in driving over difficult terrain.

Towing or winching will be required.

All vehicles must have all of their own recovery equipment.

Trip should be limited to vehicles modified to suit the conditions as damage to stock standard vehicles may result.

Insurance limitations need to be considered when undertaking this grade of trip.

The Trip Leader will ultimately decide on eligibility.