

TRIP LEADER'S GUIDE FOR SHORT TRIPS

Leading trips is an important task that Club Members undertake. This guide has been developed to help Trip Leaders understand their responsibilities when leading a trip. Contact the Tripping-Up Coordinator with any queries.

Initial Interest & Trip Coordination

- Contact Tripping-Up Coordinator (tripping@tlccdarwin.com.au) or any member of the tripping-up committee if you are interested in running a trip.
- Discuss the trip concept and location, if previous trips have been run in this area and if there are any electronic maps, trip summary sheets or other useful information.
- Check whether preparation is required for trip (eg permits, keys, advance recon). Your committee member will assist you in this requirement.
- Fill in the online Trip Proposal Form at <http://www.tlccdarwin.com.au/trips.html>. This will automatically email the Tripping-Up Coordinator who will then ensure an email is sent out to all club members with the following trip details:
 - ⇒ Meeting time, date, departure point
 - ⇒ Trip destination and duration
 - ⇒ Trip grade and description
 - ⇒ Vehicle requirements
 - ⇒ What to bring (eg overnight gear, recovery equipment etc)
 - ⇒ Trip Leader contact name, phone number, email

Heading Out

- Give briefing at start of trip as per the Trip Briefing (see next page).
- Fill in the trip form including names and vehicle registrations of participants; you may elect to ask individuals on arrival at the meeting point to complete the form for you. A clipboard is useful for this.
- Ask for a nomination to write a trip report and ask them to submit their report to editor (editor@tlccdarwin.com.au) by the following weekend.
- Remind and encourage people who are taking photos that the club has both Photobucket and Facebook sites to upload photos for all to share.
- Arrange for someone to record GPS track of trip and send to the Information Manager (infoman@tlccdarwin.com.au) by the following weekend.

Completion and Return

- Contact the Tripping-up Coordinator to advise safe arrival home
- Complete the Post Trip form (http://www.tlccdarwin.com.au/post_trip_report.html) which will then be emailed automatically to the Secretary (secretary@tlccdarwin.com.au).

Meeting times and departure points should be organised at a convenient location for people travelling from different locations and a time to suit the amount of travel/trip involved. Usual locations include Reidy's Lures for east-bound (Arnhem Hwy) trips and McDonalds Coolalinga or Noonamah United for southbound trips.

TRIP BRIEFING & SAFETY

This is a guideline to what should be discussed and organised at the meeting point prior to heading out on a trip. These points will help to ensure that all participants have an enjoyable and safe trip.

General Info

- Tail End Charlie to be appointed.
- UHF channel 10 normally used.
- All vehicles to observe road rules.
- Leave minimum three seconds to between each vehicle at least double this in wet weather or difficult conditions.
- Each vehicle is to maintain position in the convoy and not pass trip leader.
- Vehicles leaving convoy to inform Tail End Charlie.
- At intersections and obstacles each vehicle must indicate and ensure the vehicle behind has negotiated the intersection or obstacle before proceeding.
- On steep/slippery hills, vehicle in front to reach crest before following vehicles commences climb or descent.
- In river crossings, where possible, no two vehicles to be in water at the same time.
- Gates to be left as found.
- All drivers are responsible for their passengers.
- Members inviting visitors on trips are responsible for them.
- Members and visitors attending Club activities will abide by the decisions and directions of the trip leader for the safety of those attending, in respect of route to be taken, convoy procedure, fire precautions, care and respect of private property and dangerous weapons and materials.

For Recoveries

- Trip leader to appoint a recovery leader.
- Safety to be highest priority.

- No one to be no less than 1 1/2 lengths away from snatch straps and winch cables.
- All trip participants have the responsibility to ensure that any recovery equipment used during recovery operations on a club trip is designed, manufactured and rated for recovery purposes. All equipment used is to be stamped or carry the manufacturers tag stipulating the safe recovery rating of the item of equipment.
- All vehicles must carry their own recovery equipment consistent with the grade of the trip including: tow strap, snatch strap, shovel and hand or electric winch.
- Rated recovery points must be fitted to all vehicles front and rear.
- All trip participants are to comply with the directions of the trip leader or the appointed recovery coordinator unless safety would be compromised. Any member observing an unsafe practice or unsafe equipment has the responsibility to alert the trip leader or recovery coordinator who is to halt the recovery operation until the practice or equipment is made safe.

Other Info

- Members are discouraged from taking dogs on club trips. The Trip Leader may allow dogs however, TLCC Darwin will in no way be held liable for any damages caused by or any actions taken by the animal, and:
Dogs must not be taken into restricted areas such as national parks, unless approval has been sought from the landowner/National Parks.
The animal must be under control at all times. The owner of the animal accepts sole responsibility for the animal and its actions.

TRIP GRADE & OFF ROAD

A grading system of Levels 1 - 5 is used to assist members in deciding which trips they would enjoy and which grade suits the driver's experience and ability. This system of grading is a guide only and may change due to weather conditions. The Trip Leader should be consulted in such circumstances.

Grade 1

Very easy with little if any 4x4 involvement. Will usually consist of a scenic tour or an easy trip to a camp and/or towing unlikely.



Grade 2

A relatively moderate 4x4 trip with winching and/or towing unlikely.



Grade 3

A medium 4x4 trip which requires caution whilst driving. Winching and/or towing should not be required



Grade 4

A moderately difficult 4x4 trip with some winching and/or towing almost a certainty.



Grade 5

An extremely difficult 4x4 trip. Participants must be experienced at travelling over difficult terrain. Winching and/or towing will definitely be required and participants must have all their own recovery equipment.



Remember to lock and unlock your hubs!

Your vehicle should be fitted with towing points, painted yellow front and rear.



Hill Climbs

When climbing a 4WD hill, allow vehicle in front to get over the crest of the hill before you attempt to follow.

River Crossings

No two vehicles should be in the water at any one time.

Properties

All gates are to be left as found!

Recoveries

In the event of a recovery or accident, the Trip Leader to appoint a "Recovery Boss". Vehicles to keep well clear of operation. When winches or snatch straps are being used, all persons are to stand well clear of cables and straps (at least 1.5 lengths, total cables and straps in use, in all directions is recommended), or remain in own vehicle. If you require the vehicle in front to stop, use radio, switch lights on and off or use horn.

All drivers are responsible for their passengers at all times. Visitors on Club trips are the responsibility of the people who invited them, but the Trip Leader should make sure that all visitors are conversant with these convoy procedures.

All vehicles must carry their own recovery equipment, consistent with the grade of the trip, which should consist of towing rope, strap, winch or tirror etc, and shovel.

Trip Leader may make any other conditions for their particular trip at their own discretion. They must inform all participants of their intentions before leaving.

READY TO GO?

Things to remember that will help to ensure that all participants have a safe and enjoyable trip.

Before the Trip

Obtain maps. If possible recce the trip and ask someone who has done it before.



On the day

Conduct a trip briefing, nominate a scribe for the trip report, arrange convoy positions including Tail End Charlie.



Trip Briefing

Check all present, introduce yourself, new members, visitors etc. Describe the trip in general and describe any difficult or specific points in detail and planned stops.



Convoy procedures

Trip Leader to appoint "Tail End Charlie" and UHF Channel 10. Observe road rules at all times.

Leave at least 4 vehicle lengths between you and the vehicle in front. All vehicles are responsible for the following vehicle at turn offs, road crossings, and negotiating obstacles.

Always maintain convoy position, except in unavoidable circumstances. No vehicle is to pass the Trip Leader unless in an emergency. Vehicles leaving a 4WD convoy for any reason must inform the Trip Leader and Tail End Charlie.



Don't Forget!

If you have a suggested trip or would like to lead a trip please see the Trip Coordinator at the next general meeting!

Remember - Life begins in low range!