

## 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 the responsibilities of a trip leader. Contact the Tripping-up Coordinator with any queries.

### Initial Interest & Trip Coordination

- Contact Tripping-up coordinator ([tripping@tlccdarwin.com.au](mailto: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 on-line Trip Proposal Form ([http://www.tlccdarwin.com.au/trip\\_proposal\\_form.html](http://www.tlccdarwin.com.au/trip_proposal_form.html)). This will automatically email the Tripping Coordinator who will then ensure an email is sent out to all club members with trip details:
  - \* Meeting time, date, place duration
  - \* Trip destination
  - \* Trip grade and description
  - \* Vehicle requirements
  - \* Trip Leader contact name, phone number, email
  - \* What to bring (eg overnight gear, recovery equipment etc)

### Meeting Point and Departure

- Meeting times and location 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)
- Give briefing at start of trip as per the Trip Briefing (next page)
- Fill in the [online post trip record](#) 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. This is a requirement of the club's affiliation with 4WDNT.
- Ask for a nomination to write a trip report and ask them to submit their report to editor ([editor@tlccdarwin.com.au](mailto: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](mailto: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](http://www.tlccdarwin.com.au/post_trip_report.html)) which will then be emailed automatically to the Secretary ([secretary@tlccdarwin.com.au](mailto:secretary@tlccdarwin.com.au))

## Trip Briefing & Safety

This is a guideline to what should be discussed and organised at the meeting point, also additional points that will help to ensure that all participants have an enjoyable and safe trip.

- 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

### • For recoveries:

- \* Trip leader to appoint a recovery leader
- \* Safety to be highest priority
- \* No-one to be no less than 1 ½ 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.
- 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.
- Members are discouraged from taking dogs on club trips. The Trip Leader may allow dogs however:
  - \* 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
  - \* TLCC Darwin will in no way be held liable for any damages caused by or any actions taken by the animal.