

JEEP OWNERS CLUB W.A. (Inc.)

Points for Trip Leaders.

Pre-Trip.

1. Register your trip with the trips co-ordinator, detail a small summary (including the difficulty and any special requirements) so that the trip co-ordinator can use this to describe your trip to others.
2. At least 2 magazines prior to the event forward a article to the editor including meeting points and contacts.

On the Day.

1. After the participants have gathered ensure introduction, especially any new members or visitors.
2. Complete a Trip sheet detailing all vehicles and passengers.
3. Nominate the trip official photographer and story writer.
4. Co-ordinate a drivers briefing minium requirements to cover are:
 - Identify the Trip leader (this is not necessarily the Organiser)
 - Identify the Tail End Charlie.
 - Match up the other participants with people of experience to assist and ensure smooth running.
 - Nominate the working channel for the trip and any voice procedure required for the conditions or trip.
 - Discuss Emergency response and First Aid, discover formally trained members.
 - Remind all participants of their own duty of care to themselves, their passengers, other participants, the public and the environment.
 - Remind all participants of the code of conduct – cover Alcohol, two way use, courtesy to other track users.

- Discuss basic convoy procedure ie each vehicle and its driver is responsible for the vehicle behind it and it's the most efficient way of determining the most appropriate pace for a convoy.
 - SAFETY No recover operation should occur without being reviewed and approved from a safety aspect by the Trip Leader and at any time ANY one can call STOP which must be obeyed immediately by all and the situation reassessed and approved by the Trip Leader before recommencing.
 - Remind all attendees to log off with the Trip Leader should they decide to leave the trip at any time.
5. Document any incidents that occur enroute.
 6. Debrief at the end of the trip – It may only be to say thankyou to the participants or to co-ordinate the story writing for the magazine.
 7. Write up the story and sent the pictures through to the editor.