**Trip Proposal Guidelines**

**Southern Explorers 4WD Club Values**

***Rule 1:*** *You have got to have fun.* ***Rule 2:*** *If you are not having fun, refer to Rule 1.*

**Values guide decisions, practices and behaviour.**

***1.  The Club is friendly & inclusive*:**

All members are welcomed, regardless of driving competency, age, gender or race. Families are welcome. The Club encourages members get to know each other. Enjoy your recreation and respect the rights of others.

***2.  The Club encourages participation*:**

The Club encourages members to participate in Club activities. On trips, participants work as team to ensure everyone’s enjoyment.

***3.  The Club respects the environment*:**

Participants on Club trips minimise environmental impact as much as possible, eg respecting flora and fauna, keeping to formed tracks, using minimum impact driving techniques, removing rubbish, having a well-maintained vehicle with minimum exhaust fumes, and using low impact camping practices.

***4.  The Club has an excellent reputation*:**

We can be proud of our Club. All Club activities are conducted such that our reputation remains unblemished. Southern Explorers 4WD Club activities to be conducted as a responsible and legitimate family recreational activity.

**Southern Explorers 4WD Club Trips**

Any member, at any time, can propose a trip.
(Bring the concept in writing to the attention of the Trip Coordinator).

Trips need to incorporate unity, team spirit, and togetherness.
Trips need to comply with Club Insurance provisions.

Ideally:

* Clear start and finish date and time. and meeting point/locations.
* Common commencement meeting point/location.
Ideally, central to participants.
Travel in convoy
* Common overnight location. If campground, may be variable options, eg cabin, powered, unpowered, but keeps the community together.
* Single trip leader – however, deputy/assistant leaders as required. Refer: Trip Leader document.

A **static** trip is one where the club travels to a destination, camps/stays for several days, runs day trips/activities, returning to camp each night and at the end, returning to Adelaide.
A **dynamic** trip is one where the group is predominately overnighting at different locations each day.

**Club Insurance:** Each participant MUST record both their commencement and departure date and time.

**Flow Chart**

**Trip Proposal:** Preferably in writing to Trip Coordinator.

**Proposal**: Trip presented to Committee for approval.

**Trip sheet:** Trip Coordinator to prepare and place on notice board.
Present to General meeting.

**Trip Leader:** select/nominate from names presented as participating.
Trip Leader may seek help from participants. Overall, nominated Trip Leader remains trip controller.
Refer: *Trip Leader Procedure*

**Trip Leader, Trip proposer:**
Prepare trip detail – Complexity will largely depend on type of trip, duration, difficulty, numbers participating, etc.
Distribute to participants, and Trip Coordinator.
Propose pre-trip meeting date, time and venue.

**Participants pre-trip meeting:**
Establish rules, e.g. latest daily departure time, latest time travelling, trip briefing time. Nominate trip reporter/s. (Can be rotated amongst participants if desired).

**Trip departure:**
Refer: *Trip Leader Procedure*
Register participants: Who (including passengers), vehicle registration, record date and time. Refer: *Trip Participation Form.*
Refer: *Convoy procedure*.

**Trip:**
Daily briefing
Travel using *Convoy Procedure*
Convoy leader selected, tail end Charlie selected (both can vary throughout as Trip Leader determines).
Accommodation: Expected that participants stay at same venue.

**Trip End:**
Record end date and time.
If any participants wishes/needs to end early, Trip Leader must be notified and approve (record date/time).
Trip Reporter finalise report – submit to Secretary.
Trip participation sheets – submit to Trip Coordinator.