



SHOTOVER 4WD CLUB

Club Rules (Bylaws)

Updated 30 November 2022

Participation in trips and events

1. All Club trips and events must be approved in advance by the Committee. Where permission is required to access property, this must be obtained in advance by the Trip Leader or other member and an executive officer of the Club must be advised before a trip commences that permission has been received from the property owner or controller.
2. Members may arrange private (informal) trips with other members but must note that in the absence of approval by the Committee in writing (including email) the trip will not have NZFWDA liability insurance cover, AND where permission is required to access property, this must be obtained in advance by the private trip organiser and an executive officer of the Club must be advised before a trip commences that permission has been received from the property owner or controller.
3. All trips must have an appointed Trip Leader. All members must comply with the Trip Leader's instructions and requests, and these Club Rules.
4. Members or visitors wishing to participate in a Club trip must first register online through a link on the Club's website or contained in a Club email. This ensures that all the information required for insurance cover from the NZFWDA is recorded.
5. NO Firearms, dogs or other pets to be carried on Club trips. The Committee may vary this rule in relation to dogs for specific occasions.
6. NO alcohol to be consumed during Club trips or events, but may be consumed at social gatherings or after the conclusion of each day's driving.
7. When on a Club trip, whether on the road or off-road, each driver will keep the following vehicle visible in his rear vision as much as practicable. If you lose sight of the following vehicle, ease up and wait for it. If after a reasonable time it still fails to catch up, use your radio, go back and look for it. It could have broken down, gone off the track or be requiring other assistance.
8. When closed gates are encountered the trip leader stops at the gate, and the second vehicle will pull to one side and open the gate and then wait for the convoy to pass through. The second vehicle will then close the gate and re-join the convoy ahead of the Tail End Charlie. This ensures that no one person is continually left to open and close gates. The Trip Leader may amend this rule to suit the prevailing conditions.
9. The last person to arrive at the meeting point writes the Trip Report.

Safety and recovery

10. On all Club trips the Club Kit (including a First Aid kit, Personal Locator Beacon (PLB), InReach satellite communications device and spare hand-held UHF radios) MUST be carried by the Trip Leader or allocated to other members on the trip. The Trip Leader should review and comply with the Trip Leader Procedure form for each trip. If any equipment from the Club Kit is used, lost or damaged on any trip, the Committee must be informed so that items can be replaced.
11. All vehicles are to be maintained in a safe and road worthy condition and must have a current Warrant of Fitness and registration when travelling on public roads and have a minimum of 3rd party insurance cover.

12. All vehicles must be fitted with rated recovery points and to be in an accessible place on the front and on the rear of the vehicle. All vehicles must also carry their own minimum recovery gear including a snatch strap and strap/winch blanket plus additional equipment as appropriate for the Trip Grade assigned to the trip. Trip Leader is to check if vehicles are suitably equipped and may refuse to allow a non-compliant or under-equipped vehicle to participate in the trip.
13. Members and visitors participating on trips and events must comply with any safety instructions from the Trip Leader or a Club official, including instructions to avoid hazards or take a recommended path on a Club trip. In particular, tow-balls must not be used for a snatch strap recovery or stretch towing. Both the recovery vehicle and the vehicle being recovered must only use rated recovery points.
14. When winching or using a snatch strap, a winch blanket / snatch strap blanket must be used. For longer distances between a vehicle and a winch point, two blankets should be used. If joining two straps a soft shackle must be used.
15. All vehicles participating in Club Trips must be four-wheel-drive with a low ratio capability and be fitted with All-Terrain, Mud or hybrid All Terrain – Mud tyres. The Trip Leader may refuse to allow a vehicle with unsuitable tyres to participate on a trip but may allow four-wheel-drive vehicles with standard road tyres to participate on a Grade 1 trip only.
16. Seatbelts should be worn on Club trips with the exception of deep-water crossings.
17. Vehicles on Club trips should have a UHF radio and use channel 12 unless advised to change to another channel by the Trip Leader.

Respect for the environment and the Club's reputation

18. Dangerous driving or off-road driving likely to cause unnecessary damage to the environment or driving likely to be prejudicial to the reputation of the Club on a trip is not permitted and any member indulging in this sort of activity will be severely reprimanded.
19. When off-road, members must respect the conservation of natural growth and the environment as much as possible and not cause unnecessary damage to areas away from formed tracks. Courtesy is to be shown to other track users, e.g. trampers, trail bike riders, horse riders etc.
20. All rubbish must be brought home again for disposal and not left on the tracks.
21. It is strongly recommended that suitable mud flaps be fitted to the rear of all vehicles
22. As much mud as possible to be washed off the vehicle as soon as possible after trips as a precaution to prevent spreading disease and pollution.
23. Due to potential for other persons using the Club name or causing damage to the environment at a proximate time or location of a Club trip, it is suggested that the registration of all unknown vehicles seen on tracks and being driven in a way that would harm the Club's reputation, should be recorded.
24. Club stickers must be removed from vehicles when they are sold or the member ceases to be a member of the Club.

Visitors and Day Members

25. Visitors are welcome to participate in Club Events provided they join the Club as a Day Member prior to commencement of the Event by completing the online registration form for the Event, pay a \$10 fee per vehicle and abide by these Club Rules. This grants

them temporary Club membership for that Event only as a Day Member, and covers insurance requirements for NZ4WDA. This will be deducted as part payment for membership, should the visitor decide to join the Club. Trip Leader to collect the money and pass on to the Treasurer or the visitor may pay online.

26. Visitors who are a current member of another club affiliated to the New Zealand Four Wheel Drive Association (NZ4WDA) may participate in a Club Event at no charge provided they can provide their NZFWDA membership number..
27. Any Member or Day Member, who carries passengers in their vehicle is responsible for those passengers.

Responsibilities

28. The Club shall not be responsible for Members or Passenger's ~~visitors'~~ private property.
29. Junior Members (under 18 years of age) must be accompanied by an adult acceptable to the Committee.
30. The Trip Leader has overall responsibility to get everyone home safely and is responsible for complying with the Trip Leader's Procedure as approved by the Committee.
31. Every Member and passenger participating in a Club trip or event must take responsibility for what they can control, including:
 - a. Taking reasonable care for their own health and safety. If they have any medical conditions they must carry their own personal medication their medical conditions.
 - b. Taking reasonable care that what they do (or do not do) does not adversely affect the health and safety of anyone else.
 - c. Complying with any reasonable instruction given by the Trip Leader of Committee Member so that it can comply with its health and safety obligations including all safe work procedures, rules and health and safety training.
 - d. Attending any trip briefings, ensuring they can hear it, and paying attention to the details.
 - e. So far as is reasonably practicable, promote and where possible ensure the safety of all persons including Club members and members of the public. This means "taking responsibility for what you can control" This applies to everybody participating in or that could be affected by the Club's event.
32. Each Club Member's responsibilities include:
 - d. Obtain and familiarise themselves with these Club Rules.
 - e. Making sure their vehicle is safe and meets all Conditions for Participating in a Club Event as set out in the online registration form.
 - f. Ensuring that they, their drivers and passengers attend the trip briefing.
 - g. Complying with the instructions of the Trip Leader.
 - h. Keeping the passengers and crew safe.
 - i. Driving appropriately for the conditions and taking into account any risks and hazards that have been identified in the online registration form, or identified by themselves, the Trip Leader or others on the route.
 - j. Driving safely and asking for help if in doubt while ensuring their crew and passengers are briefed accordingly and (to the best of their ability) behave accordingly.

33. The Trip Leader, Club members, Club officials and other Event organisers shall not be liable for any injuries or damage incurred by anyone participating in any Club Event.

Trip Conditions for Participating, Acknowledgements and Assumption of Risk

34. Members and their passengers must complete the online registration process for an Event prior to participating in that Event. Members who are the driver of the vehicle for the Event may complete the registration for themselves and on behalf of all Minor passengers (under the age of 20 years) travelling with them. All adult passengers aged 20 years and over must complete their own separate individual online registration.

35. By registering to participate in a Club Event, Members, Day Members and passengers specifically acknowledge and agree to:

- a. any Trip Conditions for Participation specified in the online registration form for the Event, and
- b. Agree to the Acknowledgement and Assumption of Risk Agreement included in the online registration form for the Event.

Definitions

“Club” means the Shotover 4WD Club Incorporated.

“Event” or “Events” means any activities such as trips,, programs and training performed or conducted, recognised, organised or sanctioned by the Club.

“Event Organisers” means all Club officials, the trip leader, and event volunteers.

“Agreement” means the Acknowledgement and Assumption of Risk form included in the online Registration Form.

“Injury or Health-related problem” means any injury, health-related issue or illness including mental health issues, head injuries, spinal cord injuries, paralysis.

“Member” means any person who has been properly admitted to the Club and who has paid the current annual subscription and includes any Day Member.

“Day Member” means any person who is not a Member but completes an online registration for a specific Event and pays a fee of \$10 per vehicle and is admitted to the Club as a Member for that specific Event only.

“Minor” means the minor participant under the age of 20 years travelling with me in my vehicle.

“Participant” means a Member or Day Member who registers for and participates in Club Events and their passengers..’

“Trip Leader” means the person designated as the Trip Leader in the online registration form for a trip Event.
