

Coffs Harbour 4WD Club Inc.

G'Day and welcome to the Coffs Harbour 4WD Club. We are a social based club who share the same passion (4 wheel driving). Whether you are a family or are single, we cater for all ages and driving capabilities, with each member contributing to the club with their experience in many different fields. The club has been in operation for over 30 years, with some of the original founders still active members to this day. We operate as a non profit organisation purely for the enjoyment of our members.

Our meetings are held once a month at Coffs Yacht Club on the third Wednesday of each month beginning at 7:30pm. We run a couple of trips a month which are led by volunteer club members with varying trip gradings to suit all drivers. The club also runs longer excursions such as trips to Cape York, Victorian High Country and Simpson Desert to name a few. The Social Committee endeavour to hold at least four social events every year including the Club Christmas party which is family orientated.

We pride ourselves in raising money and donating it to charities like the Children's Hospital in Coffs, Westpac Rescue Helicopter Service and The Royal Flying Doctor Service. Annual fees are \$60.00 per family which includes a Driver Awareness day. This is compulsory for all members and takes about half a day, teaching the safe use of 4WD's and recovery techniques. All participants learn a load of practical and useful information and reinforcing their safety based four wheel driving knowledge.

The Club's newsletter is distributed monthly, usually by email to all members. This contains the minutes of the last meeting, upcoming events, trips, reports, committee contact details etc.

All in all, a good family based club based on the love of four wheel driving.

MINIMUM VEHICLE REQUIREMENTS ON TRIPS

1. Tow hooks **must** be fitted to front and rear of vehicle
2. Full tank of fuel at start of trip
3. Vehicle to be registered and insured
4. All persons travelling in vehicle are to wear seat belts **AT ALL TIMES** – including children
5. All vehicles to have minimum recovery gear consisting of: a snatch strap and 2 x D shackles
6. UHF radio is essential. The club channel is 14

TRIP GRADINGS

MEMBERS WHO HAVE NOT ATTENDED AND PARTICIPATED IN OUR CLUB'S BASIC DRIVER AWARENESS DAY ARE RESTRICTED TO TRIPS GRADED 1 OR 2. THOSE MEMBERS WHO HAVE COMPLETED THE DAY CAN BOOK ON ALL TRIPS AS LONG AS THEIR EXPERIENCE AND THEIR VEHICLE IS SUITABLE FOR THAT TRIP.

THIS CLUB RULE IS FOR THE SAFETY OF ALL MEMBERS

- GRADE 1** VERY EASY. MAIN ROAD TRIP, NO 4WDING. [SUITABLE FOR ALL VEHICLES](#)
- GRADE 2** EASY 4WDING. NO WINCHING OR TOWING ANTICIPATED. [SUITABLE FOR ALL VEHICLES.](#)
- GRADE 3** MEDIUM 4WDING. REQUIRES CAUTIOUS DRIVING, TOWING MAY BE REQUIRED. [SUITABLE FOR MOST VEHICLES, BASIC VEHICLE RECOVERY KIT REQUIRED, MINOR VEHICLE MODIFICATIONS MAY ASSIST.](#)
- GRADE 4** MODERATELY DIFFICULT 4WD TRIP. WINCHING OR TOWING MAY BE REQUIRED. [FULL VEHICLE RECOVERY KIT REQUIRED, MINIMUM VEHICLE REQUIREMENTS MAY BE IMPOSED.](#)
- GRADE 5** DIFFICULT 4WD TRIP. PARTICIPANTS MUST BE EXPERIENCED IN DIFFICULT TERRAIN. WINCHING OR TOWING WILL DEFINITELY BE REQUIRED. [VEHICLE DAMAGE MAY OCCUR. FOR MODIFIED VEHICLES WITH MINIMUM 33" TYRES, 1 X DIFF LOCK, OPERATING WINCH AND FULL RECOVERY KIT.](#)

CLUB EQUIPMENT

The listed equipment is owned by the club and is available for use by club members. Trip leaders are responsible for taking a sufficient amount of the equipment on their trip to suit conditions. Equipment is to be returned in clean condition and any breakages should be notified to the Equipment Officer, Craig Wilson. Equipment is stored at Craig Wilson's workplace.

The following equipment is stored with Craig:

- 1 x Brano Hand Winch 1600kg
- 2 x Steel cable extension ropes
- 1 x snatch block
- 5 x 5 tonne SWL D Shackles
- 1 x Tree trunk protector
- 1 x box with pneumatic splint kit
- 1 x map cabinet with 1:25,000 topographical maps. Covers area between Tenterfield, Evans Head, South West Rocks and the junction of the Apsley and Macleay Rivers
- 1 x Coffs Harbour Four Wheel Drive Club banner
- 3 x Uniden Hand Held 40 channel UHF
- 1 x Digital Handheld 40 channel UHF
- 1 x 8 litre urn
- 1 x Satellite phone
- 1 x GPS / Hema Map
- 1 x small First Aid kit
- 1 x large First Aid kit (weekend trips)
- 1 x Barbeque with gas bottle
- 1 x box function/party gear
- 2 x Gazebo's 3M x 3M

CONVOY PROCEDURES

1. The trip leader is in charge and will decide procedures for the trip
2. The trip leader is to explain convoy procedures to all drivers, before moving off
3. The lead vehicle is to stop at any turns off or intersection, at which doubt may exist as to the correct direction. It will wait for the next vehicle before moving off in the correct direction. Each vehicle will then wait for the following vehicle before moving off.
4. All attending the specified club day trips will follow the leader and not stray off.
5. Each convoy will have a nominated "Tail End Charlie" (club member). The "Tail End Charlie" must be informed that he or she will be at the end of the convoy before moving off from the start.
6. Participants on trips will obey the trip leader's instructions at all times regarding speed, convoy procedures and route to be taken on or off roads and tracks.
7. The trip leader's instructions will not be deviated from except in the case of discussion by all persons present and a majority vote on the proposed deviation by those persons present.
8. The lead vehicle and tail vehicle will remain the same during the entire trip
9. The trip leader opens gates and the tail end vehicle closes the gates. Where stock is in the vicinity of the gate, each vehicle must wait until the following vehicle arrives to prevent stock using the open gateway.
10. Persons leaving the club convoy must notify the trip leader, and if possible, give details of their intentions
11. No vehicle in the convoy will overtake an other vehicle in convoy for any reason whilst the convoy is moving.
12. When travelling in convoy on main roads there must be a reasonable distance left between vehicles to assist overtaking traffic.
13. Avoid travelling too close to the vehicle in front especially on steep loose rocky hills and deep water crossings. Obstacles should be attempted by one vehicle at a time.
14. Please ask for assistance or advise if you are uneasy about tackling an obstacle. It is your responsibility to safely negotiate the obstacle. Help will be readily available when asked for.
15. In the event of a recovery, etc; all spectators, especially children should keep well away.
16. Trip leaders will set the travelling pace. When it is necessary to stop, such as to remove a stick from under the car, inform the trip leader and the vehicle behind you, that you are stopping. There is no need for the whole convoy to stop because one vehicle has stopped to remove a stick etc. Once mobile again, don't dawdle along the track, as it holds the whole convoy up. Try to **safely** catch up.

HOW TO ORGANISE AND RUN A TRIP

First, have some idea of your proposed venue and route to be taken. Put some thought into the best season that would be suitable for the trip and then speak with the Trip Co-ordinator to slot your trip into the calendar. Be sure the date suits you; after all you will be the trip leader and the organiser of the trip once it has been advertised in the newsletter. As soon as your trip is given a date, you must supply the information you want printed in the newsletter to the Newsletter Editor. You will get some clues on this type of information from one of the newsletters. For example:

Date... (this is pretty obvious, but if a weekend trip list all dates the trip will be away for)

Trip/Event Details... (where the trip/event will be held)

Trip Grade... (see the trip grade list in your newsletter)

Trip Leader & Phone... (your name and a contact telephone number)

Maximum Number... (the amount of vehicles you and the trip can cope with)

Time & Place... (Starting time and meeting place)

Essentials... (ideas on what members will need to bring)

Comments... (give members an indication on the happenings on the trip, it just might entice more members to attend)

When considering maximum number you should consider things like parking at points of interest, morning tea and lunch spots big enough for your group. If you are camping you will need enough reasonably level tent sites for everyone. If you are not sure about something or have any concerns on any of the above, assistance is gladly provided by the Trip Co-ordinator. As members book in for the trip, ask them to advise you if they cannot make it so you can include someone who may be on the cancellation list. You will need to keep a list of the name and telephone numbers of those indicating they would like to join you. There are **Trip Sign On** sheets available from the Secretary. This sheet will help you keep a tally on your limit, know when

everyone is present for departure and inform those who booked in if you may need to postpone the trip.

HINTS FOR SUCCESS:

1. Try to drive for no more than 2 hours between major stops
2. Have some sort of idea of where to stop for morning tea and lunch
3. When stopping at a point of interest, make sure all vehicles can park safely and give them early warning of your intentions. For example, why you are stopping, photos etc, refreshments, toilet, walk, lookout and how long they will have. This will help to keep your day organised and on schedule.
4. Try to make your trip a circuit, that is, come home some other way, this will help promote interest in the trip right to the finish
5. As you drive along the UHF radio is our only form of communication for keeping your group informed – use it to your advantage. Usually it is the only time you have a captive audience
6. Don't worry if your trip is not running to schedule, just enjoy your day
7. The trip leader should arrive at least 15 minutes before departure time and have trip participants sign the trip book after they have read and understood the club rules
8. Before departing on the day, the trip leader is responsible to check if all cars attending are registered and he/she is responsible to explain convoy procedures at all attending
9. The trip leader is responsible to write/type his/her own trip report as soon as possible after the trip and hand it to the Newsletter Editor before the beginning of each month.

MODEL RULES OF THE COFFS HARBOUR FOUR WHEEL DRIVE CLUB INC.

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Model Rules for Incorporation of Associations – NSW Department of Consumer Affairs (Association Incorporation Act 1984)

48. **Name:** Coffs Harbour Four Wheel Drive Club Incorporated

49. **Objects**

The club is formed for the purpose of:

- A) Holding, carrying on, arrange for, organising and conducting field events and tours for four wheel drive vehicles in order to stimulate interest in their many and varied uses.
- B) Promoting the good fellowship of motoring in all its branches.
- C) Engaging in social and sporting activities in so far as they evolve from a) and b).
- D) To uphold and preserve the conservation and ecology of areas traversed by the club

50. **Membership**

- A) Membership shall be either family or single
- B) Non-members and un-financial members may attend monthly meetings and club events when invited to do so by committee. Such attendance being limited to three (3) meetings and three (3) events in any one (1) financial year.

51. **Meetings**

- A) The Annual General Meeting will be held each July to elect officers and committee, presentation of balance sheet and any other business. One month's notice of annual general meeting will be given to all members by mail.
- B) Ordinary meetings will be held the third Wednesday of each month
- C) Extraordinary meetings may be held from time to time of which at least seven days notice will be given by mail to all financial members
- D) Any dispute concerning the conduct of a meeting shall be determined by the committee subject to majority vote of all ordinary members present.

- E) Nominating, seconding, moving and voting shall be by financial members only.

52. **Committee**

- A)
- The Executive Committee shall consist of office bearers: President, Vice President, Secretary and Treasurer.
 - The President's position to include Publicity Officer
 - The Non-Executive office bearers consist of: Newsletter Editor, Equipment Officer and Public Officer.
 - A Social Advisory Committee shall be established and consist of 3 people.
 - Two positions of Driver Awareness Officer be established.
 - A position created as Trip Co-ordinator.
 - A position be created as First Aid Co-ordinator.
 - That form club trips to again be set generally one trip per month, on the Sunday following the monthly club meeting and that any cancelled trips be classified as postponed and a date reset as soon as possible. Any other trips for day trips, long weekends and overnight trips to be additional to the normal monthly trip when required.
- B) Committee members are to hold a position for a maximum period of two consecutive years
- C) For Nomination/Election to a position on the Executive Committee, members are to be financial active members for a minimum period of two years

53. **Quorums**

- A) The quorum at ordinary meetings shall be ten (10) financial members or one-sixth the financial membership, whichever is the smaller.

54. **Finance**

All monies received shall be deposited into the club's bank account. Cheques on this are to be signed by any two of the President, Secretary and Treasurer.

55. **Dissolution**

- A) The club shall dissolve if a resolution to this effect is carried by three-fifths (3/5) majority at an ordinary meeting, twenty one (21) days notice of the proposed resolution having been given to all members by mail and published in a local newspaper.
- B) Club's assets including all equipment and monies shall after payment of all debts be transferred to a Non-Profit Organisation

that assists with medical assistance or rescue activities for recreational activities. The distribution of which to be decided by the committee at the time (e.g. Royal Flying Doctors Service / Rescue Helicopter Service, etc.)

56. **Supply of copies of the model rules**

The secretary shall supply a copy of the model rules without charge to:

- A) To all intending members prior to signing of application form.
- B) On reasonable request, to any existing member.

57. **Convoy and Camping Procedures**

Convoy procedures are as follows:

- 1
 - A) The trip leader should remind all drivers before moving off, that convoy procedures should be followed. The lead vehicle will stop at any turn off or intersection, at which doubt might exist as to the correct direction. Each vehicle will then wait for the following vehicle before moving off. By this means, all will follow the lead vehicle and a message can also be sent in both directions along the convoy. The driver of the last vehicle must be informed that he or she is last before moving off from the start.
 - B) Participants on trips will obey the trip leader's instructions at all times regarding speed, convoy procedures and route to be taken on or off roads and tracks
 - C) The trip leader's instructions will not be deviated upon except in the case of discussion by all persons present and a majority vote on the proposed deviation by those persons present
 - D) The lead vehicle and tail vehicle will remain the same during the entire trip.
 - E) The trip leader will open gates and the tail vehicle will close all opened gates. Where stock is in the vicinity of the gate, each vehicle must wait until the following vehicle arrives to prevent stock using the open gateway.
2. Persons leaving the club convoy must notify the trip leader and if possible given details of their intentions
3. No vehicle in convoy will overtake any other vehicle in convoy for any reason whilst the convoy is moving.

4. When travelling in convoy on main roads, the distance between vehicles should not be less than six vehicle lengths to assist overtaking traffic.
5. Prior to the start of the trip, the leader must arrange suitable rendezvous during the trip at which all vehicles stop. These are based on either time or mileage.
6. Fuel tanks must be filled prior to the start of the trip
7. Firearms prohibited on all club trips
8. No unofficial competition or displays of "Off-Roading" shall take place during club trips without permission of all other trip participants.
9. At club functions, members shall obey verbal instructions and visual signs erected by the organisers.
10.
 - A) Bush fire regulations shall be obeyed at all times
 - B) Camp and billy fires must be totally extinguished.
11. Before breaking, camp members will clear the site of all litter and rubbish, deposited during their stay and carry it with them away from the camp area to a designated rubbish dump or receptacle.
12. Avoid driving too close to the vehicle in front on bush tracks where gear changing and braking is a problem.
13. Riding on vehicle bonnets and tailgates is dangerous and should be avoided unless absolutely necessary
14. When crossing private property and crown land under lease, gates, slip rails and property will be left as found
15. Club outings are restricted to four wheel drive vehicles unless prior permission of the committee has been obtained.
16. No person shall consume excessive amounts of alcohol prior to driving in any club activity. Nor shall any person consume excessive alcohol while driving in all club activity. Current legal requirements on blood alcohol will be enforced.
17. No animals will be allowed on club outings unless prior permission has been granted by the trip leader. Any conditions imposed by the trip leader on the permission of the animal to be present must be carried out in full by the owner.

18. Any damage caused to roads and tracks will be repaired where possible
19. A) Fauna will not be disturbed
B) Flora of any description is not to be removed under any circumstances whilst on club activities unless licensed to do so
20. Permits or permission to enter properties or Forestry land is to be obtained prior to a trip by an authorised member of the club
21. Any complaints concerning trip be made only to trip leader.
22. Trip log to be kept and to be the responsibility of the trip leader.
23. All vehicles are to be roadworthy and registered with the Roads and Traffic Authority
24. Substantial front and rear two hooks or attachments must be on all vehicles on club trips
25. Suitable recovery and first air equipment to be carried on all club trips and is the responsibility of the trip leader
26. Offensive noise including car radio and portable radios is prohibited on club trips and camps
27. Power generations which make excessive noise are not to be used on club camps.

MODEL RULES OF THE COFFS HARBOUR FOUR WHEEL DRIVE CLUB INC. HISTORIC VEHICLE SECTION

This section of the document identifies the Constitution for the use of historic vehicles within the Coffs Harbour Four Wheel Drive Club Incorporated.

PART 1 – ELIGIBILITY

- A) All vehicles must be a minimum of 30 years only, the onus of proof of age shall be with the applicant. However the final arbitrator shall be the club committee
- B) All applicants shall be handed a copy of this Constitution. Applicants shall read and sign the form attached indicating that they fully understand their responsibilities and agree to abide with this Constitution before full membership is issued.

PART 2 – CLUB EVENTS

- A) Historic vehicles shall only be used for Club events, except as set out in Part 3 – Servicing of Club Vehicles
- B) Club events shall be:
 - 1) Events as set out on the club events calendar;
 - 2) Events conducted by Council of Heritage Motor Clubs or affiliated car clubs to which an official written invitation has been received by the club;
 - 3) Events conducted by the NSW Automotive Museum Association to which an official invitation has been received by the club.

PART 3 – SERVICING OF VEHICLES

Please note that all movements of vehicles must be recorded in the official minutes or a day book held by the Secretary or Registrar of the Club.

Journeys necessary for the servicing or road testing of vehicles may go to the notified garaging place of the said vehicle by the shortest possible route and are permitted at any time, but the movement of the vehicle must be recorded.

- A) Any longer runs necessary for the servicing of vehicles may only be made after receiving permission from the Club Plates Registrar, or in his/her absence from the President, Secretary or Treasurer. This permission must be properly recorded in the Club Records by the person approving the movement with full details of time, place and reason.

- B) Service runs for road testing a vehicle after extensive work must go to the nearest point of garaging. Permission is to be obtained as above, in Part 3 – Section A.

PART 4 – RESPONSIBILITY OF CLUB MEMBERS

- A) All enquiries must be directed to the Plate Registrar. Individual approaches to the Roads and Traffic Authority are not permitted.
- B) Historic number plates are issued to a member of the club and are not transferable either to another vehicle or person in the event of the vehicle being sold.
- C) Plates must be immediately returned to the Roads and Traffic Authority:
 - 1) In the event of the sale of the vehicle on which they are issued;
 - 2) Upon the member's resignation from the Club;
 - 3) Upon the member's failure to remain a financial member within the meaning of the Constitution of the Club or on failure to pay any levy that may be constitutionally approved by a duly constituted Club meeting;
 - 4) At the directive of a Club Committee decision; and
 - 5) If the Club Inspector considers the vehicle has been made unsafe or altered after it has been inspected.

Club membership is granted in the belief that the member's prime intended use is for Club Outings. The Committee retains the right to reconsider eligibility for issue or renewal, should this cease to be the case or if the vehicle does not attend Club outings during the year without a good cause.

PART 5 – ANNUAL VEHICLE INSPECTION

- A) All vehicles must undergo an annual inspection.
- B) Official persons will be designated as inspectors. Such inspectors are the only persons authorised to certify vehicles roadworthy under this constitution as required by the Roads and Traffic Authority.
- C) The applicant will pay the current inspection fee to the Club.
- D) Monies payable for membership shall be paid on or before the annual registration date.
- E) By special arrangements, the Club Registrar may process Historic Vehicle renewals through the Roads and Traffic Authority. Issue of

Historic registration to the member shall, however, be withheld until the vehicle is inspected and passed by the Club Inspection Officer.

- F) Chassis, serial, body and engine numbers will form part of the identification of a Historic vehicle. Any changes must be notified in writing to the Roads and Traffic Authority and the Club's Plates Registrar.

PART 6 – INSURANCE REQUIREMENTS

A minimum insurance cover of Third Party Property Insurance is required. Proof of cover must be proved to the Club Registrar. It is strongly recommended that full insurance be obtained. As a policy, full insurance on a Conditional Registration Vehicle is approximately the same cost as Third Party Property Insurance.