



Toyota Landcruiser Club of Australia (Vic) Inc.

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PROCEDURES GUIDE FOR TLCC VIC & TLCC NSW INTER-CLUB TRIP SHARING

The following procedural outline is a guide for use, or adaption to suit the circumstances if/as necessary, whenever a member in either the Victorian or NSW Clubs wishes to participate in a recognised Club trip that has been registered in the other State Club.

- Interstate member notifies the registered Trip Leader concerned, preferably by email, of his/her desire to be registered for participation in an advertised trip.
- Trip Leader responds by email to interstate member to acknowledge receipt of registration request and advise that confirmation of eligibility to participate will be sought from the member's home Club.
- Trip Leader notifies 4WD Trip Convenor (TC) or Activities Coordinator (AC) as appropriate in his/her State by email of the interstate trip registration request **without delay**.
- TC/AC immediately contacts relevant interstate counterpart by email and requests prompt advice on eligibility to participate in the advertised trip for the member concerned (financial status, driver training completed).
- TC/AC follows up if/as necessary to ensure response received from interstate well before the specified start date for the nominated trip.
- When response from interstate TC/AC received, relevant TC/AC suitably notifies Trip Leader concerned by email of eligibility status for the interstate member.
- If interstate member is eligible to participate in the advertised trip, Trip Leader then notifies member concerned by email that registration for the trip is confirmed, and also provides information relevant to the trip, as per normal.
- If interstate member is not eligible to participate, Trip Leader suitably informs member concerned by email, stating reasons for ineligibility and suggesting that the member should contact their home State Membership Officer for further information and/or action as may be appropriate.
- For trips requiring specific vehicle set up (eg: outback touring or extreme high country work) interstate participants should obtain and provide confirmation from a responsible third party of the suitability of their equipment and experience in lieu of a pre-trip gathering and/or briefing.
- Forms to be used are those of the State/Club running each trip, as relevant.
- Interstate participants should not exceed 50% of the vehicle limit for any trip, and this limit is to be observed by all relevant Trip Leaders. Should the level of interstate interest be high for any trip, then Trip Leaders should inform the relevant TC/AC who in turn should suitably inform his/her interstate counterpart with the objective of having that Club run a similar trip for members.