

Hand Book for Land Rover Owners Namibia

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www.facebook.com/LandRoverOwnersNamibia

OBJECTIVES OF THE CLUB

- To bring together owners of Land Rover vehicles
- To promote and enjoy Land Rover products
- To create a platform from where Land Rover owners can arrange, connect and utilise Land Rover vehicles.
- To arrange outings, trips, technical forums and whatever else will be of interest to Land Rover owners
- To conserve and protect the natural environment and undertake where possible, activities which assist other clubs or organisations in it's objectives
- To exchange off road experience with other makes of 4x4 vehicles
- To include Social responsibilities where they are required as identified by LRON Council through members.

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CODE OF CONDUCT

CODE OF CONDUCT

1. Any person allowed as a member of the Club *ipso facto* agrees to and shall be bound by the Constitution, By-Laws, regulations, rules and codes in force, or any other of the above that may be promulgated and/or amended from time to time.
2. Members must be loyal and respectful toward each other and the Club. Members must adhere to and live up to the objectives of the Club.
3. Members must receive each other and/or guests cordially and must assure that their actions/behaviour is not inconvenient to other members or guests.
4. Criticism must be constructive.
5. No misconduct will be tolerated from any members or their guests.

DISCIPLINARY ACTIONS

1. Only the Executive Committee has the authority to take disciplinary actions.
2. Disciplinary actions may be taken by the Executive Committee for:
 - 1.2.1 Breach of Code of Conduct of the Club.
 - 1.2.2 Breach of confidentiality on club affairs.
 - 1.2.3 Failing to pay membership fees or any other expenses that the Club may have had incurred upon commitment of the member.
3. Upon receiving any complaint against a member he/she will be requested to supply a written explanation or to appear before the Executive Committee where the member will get the opportunity to state his/her case on allegations made.
4. The Executive Committee shall have the authority to accept or decline the explanation by an accused member upon which they might:
 - 1.4.1 Acquit such member on allegations made against the member.
 - 1.4.2 Issue a written warning, which would be valid for three months.
 - 1.4.3 Suspend such member from Club activities for a period as determined by the Executive Committee.

1.4.4 Demand payment of membership fees or any other expense that the Club have had incurred on commitment of a member.

1.4.5 Terminating membership of such member to the Club.

5. Any decision taken by the Executive Committee as set out in Clause 4 above shall be final and all other members shall be informed of such decision taken by the Executive Committee.

CONSTITUTION

CONSTITUTION LAND ROVER OWNERS NAMIBIA (initially adopted by the founding members on 9th April 2015)

1. NAME

There is hereby established a voluntary association to be known as LAND ROVER OWNERS NAMIBIA (hereinafter referred to as “the club”), which is a legal person with limited liability and an existence separate from its members, and thereby a body corporate with perpetual succession which may own property, enter into contracts, and sue and be sued in its own name.

2. OBJECTIVES

2.1. The club shall have the following objectives;

2.2. To bring together owners of Land Rover vehicles.

2.3. To promote and enjoy Land Rover products.

2.4. To create a platform from where Land Rover owners can arrange, connect, and utilise Land Rover vehicles.

2.5. To arrange outings, trips, technical forums and whatever else will be of interest to Land Rover owners.

2.6. To conserve and protect the natural environment, and undertake where possible, activities which assist other clubs or organisations in its objective .

3. MEMBERSHIP

Membership of the Club shall be open to all ladies and gentlemen who are interested in the objectives of the Club and who shall be the registered owners, or by written agreement, the part owners of a Land Rover which will be maintained in a roadworthy condition. A copy of the written agreement for part ownership shall be lodged with the Executive Committee.

3.1. MEMBERSHIP CLASSES; These shall be eight classes of membership, namely founding, ordinary, family, junior, country, overseas, life, honorary, associate and corporate.

3.1.1. FOUNDING MEMBER; Founding members is members who is responsible for forming the club, Founding Members may Veto any decision by the executive committee, if the decision made is not in line with the objectives of the club.

3.1.2. ORDINARY MEMBER; Ordinary members shall be entitled to vote at Annual General Meetings and Special General Meetings, and be elected as officers of the Club. They shall enjoy all facilities of the Club as officers of the Club. They shall enjoy all facilities of the Club as may exist from time to time. Ordinary members shall be entitled to participate in driving events provided they are in possession of a valid driving license.

3.1.3. FAMILY AND JUNIOR MEMBER; A Family Member shall be the spouse of an Ordinary Member.

The membership shall be free of any further entrance fee or subscriptions and shall include children up to the age of 17 years as Junior Members. Family Members shall have the same rights and privileges save that the children shall not be entitled to vote at Annual General Meetings and Special General Meetings. Every Junior Member shall on attaining the age of 18 years, cease to be a member of the Club, but may present himself/herself for election in conformity with section 3 and 3.2. Any Junior Member who joined the Club before the age of eighteen shall not be required to pay an entrance fee. NB For the purpose of interpretation of Rule 3.1.3 full time scholars and University students over the age of eighteen, may be deemed, should they so wish, to be Junior Members. He/She shall be permitted to drive subject to regulations pertaining thereto, as laid down and as amended by the Executive Committee.

3.1.4. COUNTRY MEMBER; Any person who qualified for Ordinary Membership but who resides outside a radius of 50km from the Club headquarters or any other centre designated by the Executive Committee may become a Country Member. A Country Member shall enjoy the same privileges as an Ordinary Member.

3.1.5. HONORARY MEMBER; Honorary Membership shall be conferred by the Executive Committee on a person and/or an organisation for fostering goodwill towards the Club and/or rendering service towards the Club. The terms, conditions and privileges shall not exceed one year, nor shall they exceed the terms, conditions, rights and privileges extended to Associate Members, save that the payment of subscriptions will be exempt

3.1.6. ASSOCIATE MEMBER; Any person who is interested in the activities of the Club, but who does not qualify for any other membership, may be invited by the Committee to become an Associate Member. An Associate Member shall have no voting rights, but shall enjoy all the facilities of the Club except that he/she may not participate in the driving events, unless invited to do so by the Executive Committee.

3.1.7. CORPORATE MEMBER; Any business/organisation who operates within the objectives of the club, within the borders of Namibia

3.2. APPLICATION FOR MEMBERSHIP. An application for membership shall be forwarded to the Club and shall be on a form provided by the Club. The applicant must comply with requirements for membership as laid down by the Executive Committee from time to time. The Executive Committee may accept or reject any application and refund any monies which may have been paid. A member approved up to 31 July will pay full subscriptions. The subscription payable after 31 July will be determined by the Executive Committee but shall not exceed half the annual subscription.

3.3. Removal; The Executive Committee may revoke an individual's membership by majority vote if the Committee finds that the member's behaviour or conduct is detrimental to the interest of the club.

3.4. Non-discrimination; The Club will not discriminate in membership on the basis of race, colour, religion, national origin, ancestry, citizenship, sex, gender, sexual orientation, age or disability.

4. GENERAL MEETINGS AND ELECTION OF COMMITTEE

4.1. An Executive Committee consisting of Chairman, Vice-Chairman, Treasurer and Secretary shall be elected by secret ballot at an Annual General Meeting or a Special General Meeting. In addition to his vote, the Chairman shall have a casting vote at an Annual or Special General Meeting.

4.1.1. ELIGIBILITY. A member shall only be eligible for election to the Executive Committee if he/she has been a member of the Club for a period of not less than one year immediately preceding nomination.

4.1.2. NOMINATION. Nominations shall be in writing and shall bear the signature of the nominee and the proposer and shall be handed to the Chairman before the election commences.

4.1.3. CONDITIONS. One year after the first election, half of the Executive Committee members, decided by drawing lots, shall retire. Thereafter members shall retire in rotation after holding office for a period of two years. Retiring members shall be eligible for re-election.

5. ANNUAL GENERAL MEETING

5.1. An Annual General Meeting shall be held three months after the club's financial year end, in order to transact the following business:

5.1.1. To approve the minutes of the preceding Annual General Meeting.

5.1.2. To receive the Chairman's report on the Club's activities.

5.1.3. To receive the Treasurer's report and approve the Club accounts.

5.1.4. To elect an Executive Committee.

5.1.5. To attend to any matter of which previous notice has been given.

5.1.6. To attend to new business

5.2. At least fifteen full days' notice of the meeting must be given to members. Any decision taken at an Annual General Meeting must be approved by the majority of the members present. A quorum shall be 15% of the total membership in good standing. The presiding Chairman shall have a casting vote. In the event of there being no quorum the meeting shall be adjourned to a date not more than 30 days later. A notice of such adjourned meeting shall be posted not less than 10 days before the date of the meeting. The members present at an adjourned Annual General Meeting shall constitute a quorum.

6. SPECIAL GENERAL MEETING

The Executive Committee or any 15 members of the Club may call a Special General Meeting in order to discuss any matter(s) pertaining to Club affairs. The notice of such a meeting shall state the venue, date and time of the meeting; the matter(s) to be discussed at the meeting and the names of the members who called the meeting. Such notice shall be posted at least 15 days

before the meeting. The quorum and provision for postponement shall be as for an Annual General Meeting. The Executive Committee shall be obliged to comply with any resolution passed at a Special General Meeting provided that such an act is not unlawful or against the objects of the club.

7. VETO VOTE The founding members have the authority to VETO any decision made by the Executive Committee, if that decision is not in line with the objectives of the club. A veto vote must be at least (66%) of founding members present.

8. MANAGEMENT

8.1. The management and control of the Club shall be vested in the Executive Committee consisting of Chairman, Vice-Chairman, Treasurer and Secretary. The Executive Committee will provide everything that it considers necessary for carrying on the Club's activities in accordance with its Objectives, Rules and Regulations and will be solely responsible for the management of the Club and all matters involving income and expenditure. The Executive Committee shall meet once a month and 50% of the members of the Executive Committee shall form a quorum. In addition to his normal vote the Chairman of the Executive Committee shall have a casting vote.

8.1.1. DUTY OF THE CHAIRMAN The duty of the Chairman is to preside at the meetings of the Club, to promote generally its objectives and to assist in the harmonious working and co-operation of its members and to report to members at the Annual General Meeting on the activities of the Club for the past year.

8.1.2. DUTY OF THE VICE-CHAIRMAN The duty of the Vice-Chairman is to plan and control all matters related to entertainment and rallies and to coordinate any work relating to these activities and any sub-committee he/she may set up for a specific event. To issue or have issued monthly newsletters of the Club activities. To act as Chairman in the absence of the Chairman.

8.1.3. DUTY OF THE SECRETARY The duty of the Secretary is to record and keep minutes of all meetings of the Club; to receive and reply to all correspondence as directed by the Executive Committee; to keep all letters received and copies of those sent; to keep all official documents and archives in safe custody.

8.1.4. DUTY OF THE TREASURER The duty of the Treasurer is to hold the funds of the Club, banking them as soon as possible in the bank determined by rule 10.7; to produce a bank certificate at the monthly meetings, to produce a quarterly statement of accounts; to give receipts for monies received; to make payments as directed by the Executive Committee; to sign cheques in conjunction with the Chairman or other duly appointed officer; to report to members at the Annual General Meeting on the financial matters of the past year.

9. EXECUTIVE COMMITTEE

9.1. The Executive Committee shall be responsible for the overall control and management of the club.

9.2. At the Annual General Meeting, the members of the club shall elect by majority vote five members to serve on the Executive Committee until the next AGM. Both full members and associate members are eligible to serve on the Executive Committee. Each member present at the AGM will have five votes for purposes of this election.

9.2.1. The Executive Committee shall comprise:

9.2.2. the Chairperson

9.2.3. the Vice-Chairperson

9.2.4. the Secretary

9.2.5. the Treasurer and

9.2.6. one additional member.

9.3. Each member of the Executive Committee may serve up to three consecutive terms.

9.4. Thereafter, additional terms of service may be authorised by a majority (15%) vote of all members in good standing present at the AGM.

9.5. Executive Committee members will be deemed to have resigned if they fail to attend three (3) consecutive meetings without a suitable reason.

9.6. If any member of the Executive Committee resigns or is repeatedly unavailable to carry out his/her responsibilities, the Chairperson may convene a meeting of the full membership of the club in order to remove that Executive Committee member and to elect a replacement. The Chairperson of the Executive Committee, in consultation with the rest of the Executive Committee, may alternatively decide to continue to the next AGM without selecting a replacement.

9.7. The Executive Committee or general membership of the club may convene meetings throughout the year as necessary. The time, date, and place of such meetings must be announced to all members of the Executive Committee at least one week prior to the meeting.

10. GENERAL POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

10.1. The Executive Committee shall manage the club and work to achieve the aims and objectives of the club. The Executive Committee will have the duty to translate any policy decisions made by the membership into practice.

10.2. Decisions of the Executive Committee shall be by majority vote of members present at any meeting where there is a quorum. A quorum will be half the members plus one (1).

10.3. Subject to the terms of this Constitution and any directions contained in resolutions passed by the members in general meetings, the Executive Committee shall have the necessary powers and authority to manage the club and shall exercise its powers as it considers appropriate to achieve the objectives of the club.

10.4. The Executive Committee shall not be personally liable for any acts and/or omissions, provided only that the said committee shall have acted in good faith.

10.4.1. The general duties of the Executive Committee shall include the following:

10.4.2. to act as a communication channel for and on behalf of its members;

10.4.3. to ensure that the objectives of this Constitution are being fulfilled and maintained at all times;

10.4.4. to create programs and activities that serve to fulfil the objectives of the club;

10.4.5. to control the club's finances and to guarantee the performance of contracts or obligations of the club.

10.5. Chairperson: The Chairperson shall be responsible for the following:

10.5.1. convening of meetings on a regular basis and whenever required to do so by members;

10.5.2. chairing and providing overall direction to all the meetings of the club and of the Executive Committee;

10.5.3. compiling of an annual report for the Annual General Meeting;

10.5.4. any other function necessary for the success of the club.

10.6. Secretary: The Secretary shall be responsible for the following:

10.6.1. issuing notices concerning all meetings of the members to be forwarded to the members at least 1 week prior to the meeting;

10.6.2. recording minutes of all meetings of the members of the club and of the Executive Committee;

10.6.3. conducting all correspondence on behalf of the club;

10.6.4. ensuring the safekeeping of all relevant documents of the club.

10.7. Treasurer: The Treasurer shall be responsible for the following

10.7.1. maintaining a record of all income received and expenditure incurred by the club;

10.7.2. opening and control of the club bank account;

10.7.3. issuing receipts for money received by the club;

10.7.4. ensuring that the Organisation's funds are utilised in accordance with the club budget;

10.7.5. submitting financial reports to the Executive Committee and the general membership as needed, but at least once per year;

10.7.6. safeguarding and management of all the assets of the club;

- 10.7.7. ensuring that no funds are made available to members as personal loans;
 - 10.7.8. overseeing the financial compiling of the accounts of the club;
 - 10.7.9. preparation of the annual budget of the club; and
 - 10.7.10. presentation of an annual financial report and a budget for the following year at the AGM.
- 10.8. All other responsibilities of the Executive Committee may be delegated by the Committee to any Executive Committee member.
- 10.9. SUB-COMMITTEES. The Executive Committee shall have the power to create sub-committees for specified purposes. These sub-committees shall be disbanded after the completion of their work. Sub- committees shall have no say in the management and control of the Club.
- 10.10. Members of the Executive Committee shall not receive remuneration for their service as Executive Committee members.

11. POWERS OF THE CLUB

- 11.1. The club shall have the power to do the following things in furtherance of its objectives:
- 11.1.1. to apply for and receive funds, donations and gifts of money or property of any description;
 - 11.1.2. to provide, furnish and fit out offices and other premises as necessary, and to manage and maintain such premises;
 - 11.1.3. to purchase, lease or otherwise acquire or hold movable or immovable property and to sell, sublease or otherwise dispose of such property;
 - 11.1.4. to enter into any contract of insurance in respect of any matter in which the club has an insurable interest;
 - 11.1.5. to purchase, subscribe to or otherwise acquire books, publications and other resource material;
 - 11.1.6. to open and operate a bank account in the name of the club;
 - 11.1.7. to apply the funds of the club in any reasonable manner in furtherance of the objectives of the club; and
 - 11.1.8. to do any other lawful things that will further the objectives of the club.
- 11.2. These powers may be carried out on behalf of the club by the Chairperson or another member of the Executive Committee, with the prior approval of the entire Executive Committee.

12. FINANCES AND NON-PROFIT CHARACTER

12.1. The club shall be organised as a non-profit club. The income and the property of the club shall be applied solely towards the promotion of the mission of the club as set forth in this Constitution and shall not be used for the personal benefit of any of the members of the club.

12.2. No portion of the income or property of the club shall be paid or distributed directly or indirectly to any person (otherwise than for services rendered to the club by persons other than members or in the ordinary course of undertaking any public benefit activity) or to any member of the club or Executive Committee except as contemplated in Section 10.7.

12.3. The club shall open a bank account in the name of the club at a registered commercial bank in Namibia.

12.4. Funds may be received on behalf of the club by any member of the club with signing powers on the club's bank account. All funds received shall be deposited in the club's bank account.

12.5. Cheques issued by the club shall be signed by the Chairperson of the Executive Committee and countersigned by one other member of the Executive Committee.

12.6. All services performed for the club shall be purely voluntary. Members, including members serving on the Executive Committee, shall not receive any remuneration for services performed, except that they may be reimbursed for reasonable expenditures made on behalf of the club with the prior approval of the Chairperson of the Executive Committee.

12.7. The financial year of the Club shall run from 1st August to 31st July.

13. DISSOLUTION

13.1. The club may be dissolved by the decision of a majority of members present at a meeting convened for this purpose, provided that notice of this meeting has been directed to all members (both associate and full) at their last-known telephone number, email address or postal address at least two weeks prior to the date of the meeting.

13.2. In the event of dissolution, all assets of the club remaining after the payment of all outstanding debts and liabilities shall be donated to a Namibian club with aims and objectives similar to those of the club. The club which is to receive such assets shall be selected by a majority vote of all members present at the meeting at which dissolution occurs.

14. CONSTITUTIONAL AMENDMENTS

The Constitution of the club may be amended only by a two-thirds majority of those present at a meeting open to all members (both associate and full), or by agreement of two-thirds of all those members who respond (both full and associate) after circulation of written notice of proposed amendments to each member's last known email or postal address.

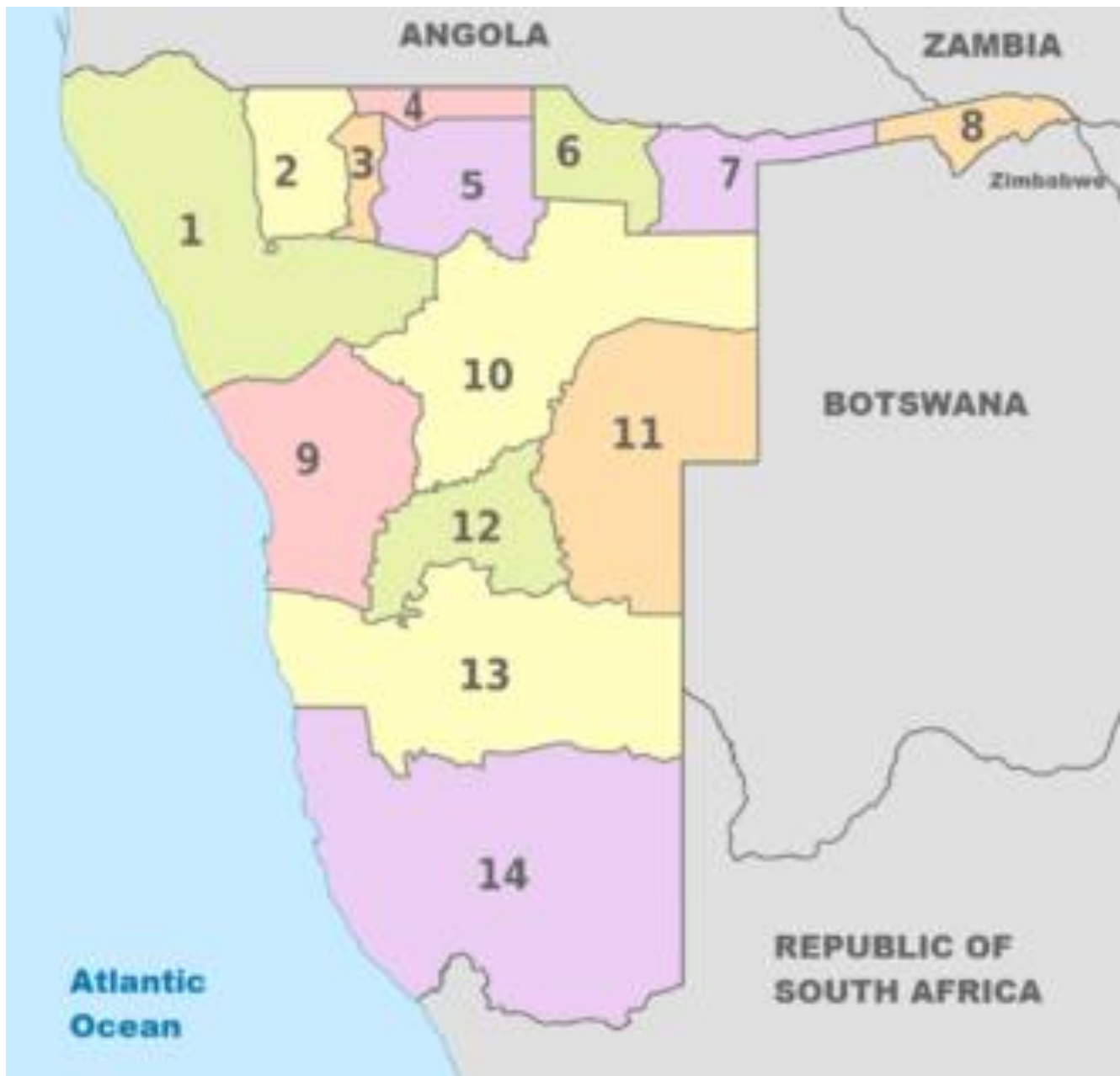
**LRON COUNCIL
MEMBERS
2020**

LRON Council Members 2017 / 2018

JC Kruger	Chair Person	081 122 0222	jckruger@btgn.com.na
Johnny Hanekom	V/Chair Person	081 129 1816	johnnyh@iway.na
Henry Bisschoff	Secretary	081 124 5745	defender901620@gmail.com
Jona James	Treasurer	081 242 2153	accounts@Irovernam.com
Johan Pretorius	Ass Member Rep	081 260 1999	mpnamibia@gmail.com
Erwin Tietz Jnr	IT and Website	081 141 3419	eotietz@gmail.com
Gundula Perry	Press and Media	081 128 4108	perry@afol.com.na
Jaco Smith	Western Cape Rep	+27 83 445 0863	jaco@e4legalstudio.co.za
Ian Relling	Area Rep South	081 790 2737	22904778ian@gmail.com
Riekie Coertzen	Area Rep Coastal	081 259 8432	pietercoertzen60@gmail.com
Phellazie Simon	Area Rep Near North	081 438 7855	willemiens@iway.na
Erwin Tietz Snr	Area Rep Far North	081 262 8224	erwin@henningcrusher.com
Kobus Vermeulen	Area Rep Near Sth / East	081 243 7462	butiaba@iway.na

**LRON AREA
REPRESENTATIVES
MAP**

LRON Area Representatives Map



- | | |
|----------------|--|
| Region 1 – 8 | (Kunene, Omusati, Oshana, Ohangwena, Oshikoto, Kavango West, Kavango East and Zambezi) – Erwin Tietz |
| Region 9 | (Erongo) – Riekie Coertzen |
| Region 10 | (Otjozondjupa) - Phellazie Simon |
| Region 11 & 13 | (Omaheke and Hardap) - Kobus Vermeulen |
| Region 12 | (Khomas) - LRON Council |
| Region 14 | (Karas) – Ian Relling |

**POLICIES
AND
PROCEDURES**

ALCOHOL USE ON EVENTS

Due to the nature of our events being of a recreational nature it is obvious that participants will use alcoholic beverages when partaking in our activities.

While we do not disapprove of this it could become a problem when particularly driver behaviour could be negatively influenced by the use of alcohol. Our Event Book, General Rules and Safety Rules reflect that alcohol is prohibited when on trail. We furthermore indemnify the club from any claims regarding accidents on events. This may preclude us from liability however this does not allow us to disregard our responsibility towards our participants.

To prevent any unwanted incidents it is our policy that the Safety Officer will be issued with a breathalyser. It will be at the Safety Officers discretion to insist on a driver being tested and should the reading be in excess of 0.34 the driver will no longer be allowed to drive until such time as the test is well below the said limit.

A test should also be done on request of the Organizer, Route Director or Medical Officer where the same procedure is to be followed and implemented.

This ruling must be addressed at each and every drivers briefing for either trips, fun events or challenges.

CASH HANDLING PROCEDURES

Due to the sensitivity of handling cash and the correct allocation of funds at large events such as the Landy Festival it is imperative that a strict Cash Handling Policy is followed.

A cashier point is to be established in a safe area and is to be manned during certain hours of the event. All cash received is to be receipted in a dedicated Event Receipt Book issued by the LRON Treasurer. All allocation departments need to be listed before hand and training is to be given to the Event Treasurer who in turn needs to ensure that the designated cashier/s understand the workings of the event and the cash handling procedure.

If necessary an electronic till needs to be utilized for this purpose. A float needs to be catered for and proper cashing up procedures are to be followed when handing over the cash point from one person to another. As soon as the cash collected exceeds ND3000 the cash must be removed from the cash box / till made up into a cash bundle recorded in the cash register and removed from the cashier area to a safe place. This function is to be managed by the Event Treasurer.

All cash required for Petty Cash purposes must be withdrawn via a Petty Cash Voucher withdrawal document which should indicate who is withdrawing the money and for what purpose. Only the Event Treasurer and Chair Person / Organizer may authorise such a withdrawal and both the Chair Person / Organizer and Event Treasurer signatures are to be on the Petty Cash Voucher Request Withdrawal form authorizing the withdrawal.

Account Allocation Departments Example: (or as determined by LRON Treasurer).

Accomodation	100
Entry Fee for Festival	101
Entry Fee for Competition	102 and short description (Tyre Change/ Mine)
Dinner	103
Door Stickers	104
Regalia	105
etc etc	

CORRESPONDENCE

All correspondence relating to club matters must be done on the prescribed letter head and must be co-signed by a LRON Council Member.

Please ensure that grammar and spelling is correct and that all correspondence is dated.

This requirement results from the club chairman being ultimately responsible for the club.

In all types of correspondence including the electronic media platforms of LRON it is imperative that the message is of a high standard, factual and to the point. Under no circumstances are members to correspond on behalf of LRON and information given should reflect our values and ideals.

If you are not absolutely sure that your correspondence is of an acceptable nature rather refer it to a Council Member for approval.

ENTRY GUIDELINES

When handling entries for an event the following guidelines will assist in ensuring that all bases are covered.

Entry Form – Completed correctly.

Indemnity – Signed, passenger names, witnesses.

Entry Fee- Paid and receipted.

Car No – Allocated

Goody Bag – Complete issued and signed for.

Late Entries – Penalty paid.

Out of Town Entrants

Entry fee paid by eft, bank transfer or deposit slip faxed.

Indemnity to be signed and scanned and mailed to organiser. Original to be signed at event.

Goody bags to be issued at event.

EVENT BUDGET PROCEDURE GUIDELINES

The budget should contain an overview of what the event will entail and in general the coverage / mileage for the sponsor.

Anticipated Expenditure

Recce costs (Fuel, accommodation,meals and refreshments)	Total
Officials Shirts	Total
Regalia	Total
Goody Bags	Total
Prizes	Total
Stickers (Event epaulettes, Car No.s, Advertising)	Total
Communication (Comms, Radio Rental)	Total
Printing and Stationery	Total
Prize Giving Function and Meal	Total
Peripherals	Total
	Grand Total

Anticipated Income

Entry fees	Total
Sponsor	Total
Other	Total
	Grand Total

A sponsor will not necessarily give cash. In many cases assistance in the form of prizes, printing etc will be given.

It is important to allow the sponsor to have input into the event however overall control of the event particularly with regard to safety issues remains with LRON. We must however create space for the sponsor to become part of the event.

Some sponsors might not want to get involved but still want to know exactly what his / her money is being spent on.

Be accommodating and remember the sponsor is very important.

EVENT INCOME AND EXPENDITURE SUMMARY

All event organizers are required to complete an Event Income and Expenditure Summary Form once the event has been completed.

It is the intention that a small profit should be realised from events held however in any event at least a breakeven should be reached.

Any event which records a loss will of necessity cause the club funds to be eroded. As a result this will impact on annual club fees and any other charges relevant to the running of events.

In cases of negligence the organizer could be held responsible for the shortfall.

EVENT ORGANIZING GUIDELINES

To organize an event the following guidelines are to be consulted so as to ensure continuity of quality of events.

The basic requirements are as follows:

Date
Venue
Budget
Sponsor
Event Overview
Forecast of attendees (Invite)
Administration (Route Book, Entry Forms, Indemnity etc.)
Officials
Clothing
Recce and set up of event
Inspection by council
Event
Wrap up
Event summary

Date

For an event to take place a date must be fixed on the LRON calendar. An off calendar event must be applied for through the LRON Council.

Venue

The event organizer is required to arrange a venue and determine all the requirements regarding costs planning etc.

Budget

A budget is to be drawn up and approved. (Sample attached)

Sponsor

A sponsor is to be approached and the budget presented to the sponsor for consideration. The events co-ordinator and sponsor council member is to assist with these matters.

Event Overview

Once a sponsor is in place an event overview is to be forwarded to all members / prospective members. This information piece should contain in broad terms what will be taking place and the basic requirements, program etc. At this stage members should give an indication as to whether they will be attending and an approximate head count is to be taken.

Forecast of Attendees

Once the organizer has an idea as to how many members will be attending, an event entry fee can be determined. An attendance / commitment undertaking must be communicated to the prospective attendees which need to confirm their attendance. Once this commitment has been received the member is liable for payment of the entry fee whether the member attends or not.

Event Official requirements

The following officials need to be appointed on events.

Camping Weekend / Outing

Organizer – Is responsible for running the event and has an all round responsibility for ensuring safety, medical and general discipline. In the event of the organiser or the expedition leader not being in a position to execute his / her duty the safety officer must take over this responsibility.

Expedition Leader / Route Director – Would normally be the organiser. In the event of the Expedition Leader or Route Director being an autonomous person and in some cases maybe not a member of LRON the organizer retains ultimate authority in line with this policy document.

Sponsor Representative – Should be consulted regarding all sponsor related issues and due diligence should be given to ensure that the sponsor is satisfied with the event in it's totality.

Safety Officer – Is responsible for all safety issues including but not limited to, safe driving, general behaviour and the non use of alcohol while on trail. Occupational safety in the camping area also resorts under the safety officer.

Medical Officer – This official should have at least a basic knowledge of first aid and must be capable of dealing with cuts and bruises, broken limbs and the like. A casavac plan must be in place. The Medical Officer must ensure that the LRON Medical Bag in use is up to date and fully stocked.

Solid Waste Official – Is responsible for all waste control, garbage collection, pollution and any issues pertaining to the environment.

Photographer – It is imperative that an official photographer is appointed for every event. All photos become the property of LRON for use within the club context.

Penalty Official – This requirement is more of a fun related duty, however it is necessary to ensure that the use of fowl language is limited albeit restricted. Discretion must be an element of this function.

Member Liaison Official – This responsibility allows for members on the trip to raise any issues of concern or complaints of any nature. The Member Liaison Official must bring any problem to the attention of the organizer who in turn should settle the matter promptly.

Maintenance Official – Is responsible to assist the Organizer with any maintenance related issues with regard to camp fire wood or PA system erection, LRON and Sponsor banner erection and collection or any such issues.

PR Official – It is very important that the sponsor gets mileage. Therefore the PR Official should ensure newspaper and press coverage of a high standard. Any other public relation matters need to be attended to by the PR Official.

Fun Day Officials

Organizer- As above but also would ensure medical issues to be covered as well as PR, photography, penalties, member complaints etc.

Safety Officer – As with camping weekends / outings

Solid Waste Official – As with camping weekends / outings

Recce

The organizer is to advise the Events Co-ordinator as to when a recce is to be done. The Events Co-ordinator will accompany the Organizer or in his absence appoint a Council Member or Member to accompany the Organizer on a recce trip. This will be for the sole purpose of ensuring that all issues have been covered. It is not the intention to inflate expenses and must only be done when reasonably possible. A Damaraland trip for instance would not necessarily justify being recce'd unless sponsorship allows for this.

Inspection by Council

Council will have the authority to assess and question the organizing of an event with regard to standards, safety issues, administrative issues, budget, expenditure and general overview of event.

Administrative requirements

The organizer together with the treasurer or duly appointed council member will collect all funds, entry fees sponsorship income etc. and this income is to be deposited into the LRON bank account. All expenses are to be claimed by completing an Expense Claim Form accompanied by invoices where possible and a copy of the budget upon which expenditure will be approved and paid out by the treasurer.

Completion of entry forms, indemnity forms etc. will be the responsibility of the organizer and his duly appointed admin assistant. All documents pertaining to the event must be filed in an event file for safe keeping by LRON council.

Once the event has taken place the organizer is to complete an Event Income and Expenditure Summary form which is to be signed off by council. The organizer is also obliged to complete an Event Report which needs to be submitted to the LRON Council for sign off at the Council Meeting immediately preceding the event date.

Acknowledgements

A thank you letter and a Certificate of Appreciation is to be presented to all sponsors and other identified persons / institutions at the first Social Meeting after the event. Should identified persons or the sponsor not be able to attend the meeting the Chairman, Vice Chairman or Secretary and one other council member is to present the certificate and letter in person.

Accident Report

In the unfortunate event of an accident be it with a vehicle or an incident on the event or camping area the organizer needs to complete an Accident Report on the prescribed form in conjunction with the Safety Officer. This form needs to be submitted to the LRON Council on an urgent basis for serious accidents. All reports, affidavits or social media reports need to be handled with the utmost of care and sensationalism is to be avoided at all costs. Any requests for information required by other than local authorities such as Nampol or other needs to be referred to LRON Council who will appoint a council member to deal with any press or other report requirements.

EXPENSE CLAIMS AND PAYMENT REQUISITIONS

All requests for expenditure must be accompanied by a quotation or at least a motivation for the expenditure.

Claims for payment of expenses are to be submitted on the prescribed Expense Claim Form.

These forms are to be completed and signed off before payment can be made.

Expenditure for unbudgeted expenses must be pre-approved by council.

Any advances taken for reconnaissance trips or any other advance requirement must be reconciled and settled with the club treasurer no later than 7 days after returning from recce or after event.

NEW MEMBER APPLICATION PROCEDURE

To streamline and control the flow of operation regarding new member applications and commissioning of member the following guidelines are listed.

E-mail enquiry (info@Irovernam.com)

The enquiry must be forwarded to the secretary. The secretary must forward a members application form to the interested party. The secretary must record the interested party's name, cell number and e-mail address on the master members list as a prospective member. On receipt of the member application form and payment of membership fees by the treasurer a receipt must be issued for the fee received and the membership form must be submitted by the treasurer at the next council meeting for approval. Once approved the secretary must list the member on the master membership record . A welcoming letter and new member pack with general information under signature of the chairman must be forwarded to the new member. The new member must also be supplied with an event calendar. The treasurer must add the member to the whats app groups.

Telephonic enquiry

The secretary must be notified by e-mail of the interested party stating name, cell number and e-mail address. The secretary must forward an application form to the prospective applicant. On receipt of the member application form and payment of membership fees by the treasurer a receipt must be issued for the fee received and the membership form must be submitted by the secretary at the next council meeting for approval. Once approved the secretary must list the member on the master membership record. A welcoming letter and new member pack with general information under signature of the chairman must be forwarded to the new member. The new member must also be supplied with an event calendar. The treasurer must add the member to the whats app groups.

Social Meeting enquiry

Members could also bring Prospective Members to our social meetings and inform them of all the clubs activities. Members can assist the prospective member to complete the membership application form. The form with the relevant membership fee or proof of payment must then be forwarded to the secretary for processing. The treasurer must receipt the membership fee payment. Once approved the secretary must list the member on the master membership record. A welcoming letter and new member pack with general information under signature of the chairman must be forwarded to the new member. The new member must also be supplied with an event calendar. The treasurer must add the member to the whats app groups.

PRESS INFORMATION AND OTHER PUBLIC ANNOUNCEMENTS

It is imperative that all press releases and public announcements carry the heart and sole of LRON.

Therefore all press reports or public statements are to be approved by at least three council members.

The contents, correctness of any logo's used, spelling and grammar are to be specifically checked and corrected if necessary.

The approval can be done either by a signature on the document by council members or by e-mail.

A very important issue is that approval or disapproval must be dealt with as a matter of urgency and should no response be forthcoming within one working day it will be assumed that approval has been given.

JOB DESCRIPTIONS

AREA REPRESENTATIVE

The duties of the Area Representative are as follows:

The Area Representative is an extended arm of the LRON Council in the area that is being represented. It is a requirement of the Area Representative to promote LRON matters in their entirety. All actions taken by the Area Representatives should be in line with the policy and procedures as laid down in the LRON procedures.

- Promote the club interest at all levels.
- Communicate with the members in the respective area on a regular basis.
- Co-opt members to assist with his / her duties.
- Arrange Social Meetings every first Thursday of every month.
- Report any problems experienced to the LRON Council who should attend to the matter promptly.
- Handle entries on behalf of event organizers for members in his / her respective area.
- Organize events as indicated by LRON Calendar in line with the policy.
- Create awareness in his / her area and recruit members where possible.
- Handle membership application forms and ensure that member pack is processed by LRON Council admin and issued to member.
- Deal with admin related tasks as and when they surface.
- List prospective members and forward information for inclusion in master member list.
- Communicate any problems or anomalies to LRON Council who are to assist and settle or sort out and give feed back.
- Obtain sponsors for his / her respective area making use of the LRON Council Sponsor Representative.
- Any other task that will enhance or grow LRON.

While this seems to be a comprehensive duty it should be kept in mind that the LRON Area Representative should co-opt qualified assistants to full fill the tasks on hand and that he / she is purely responsible to ensure that all bases are covered.

MAINTENANCE OFFICIAL

The duties of the Maintenance Official are as follows:

- Is responsible to assist the Organizer with any maintenance related issues with regard to set up of banners, PA system if applicable, set up of club gazebos etc
- Should be willing and able to give advice on vehicle related problems or any other maintenance matters.
- Should have a comprehensive toolbox with which to accomplish his required duties

It is not the intention that the maintenance official becomes physically involved with the repair of broken down vehicles and it is not expected of him /her to actually repair any items or vehicles.

MEDICAL OFFICER

The duties of a Medical Officer are as follows:

- Should have at least a basic knowledge of first aid and be able to attend to any minor medically related problem and must be capable of dealing with cuts and bruises, broken limbs and the like.
- To attend to minor ailments such as runny tummy, sore throat, migraines etc
- Must be able to determine when a member requires urgent medical attention and as such needs to have a casevac plan in place in conjunction with the Safety Officer
- Should be able to stitch serious wounds if professional medical attention is too far away
- Should ensure that the club Medical Bag is up to date and that all the relevant requirements are met and that the medicines are current and not expired.
- Must bring under attention of the Organizer / Route Director / Expedition Leader or Safety Officer any medically related issue that requires action with regard to health related matters such as unacceptable toilet practices, mosquito/ malaria dangers etc

The medical officer together with the safety officer have a responsibility to ensure that all entrants are kept safe and healthy and that where there is a possibility of threat, this issue will be brought under the attention of the organizer / route director for immediate rectification and attention.

MEMBER LIAISON

The duties of the Member Liaison Official are as follow:

- This responsibility allows for members on the trip to raise any issues of concern or complaints of any nature and also request information pertaining to the event.
- The Member Liaison Official must bring any problem raised by an entrant to the attention of the organizer / route director / expedition leader immediately who in turn should settle the matter promptly
- The Member Liaison Official should be sensitive to the needs of the entrants and is the link between the entrants and the officials of the event
- All passport stamps, attendance register requirements and outstanding member passports, membership applications, club calendars and information is the responsibility of the member liaison official

It is not the intention that the Member Liaison Official solves problems or takes control over issues raised but rather to ensure that the respective official responsible will take care of the matter.

ORGANIZER

The duties of an organizer are as follows:

- Determine a date
- Determine a venue
- Determine an Event Name
- Co-operate with Event Co-ordinator and request assistance where necessary
- Run event in line with the LRON event check list
- Convene with members to form an Organizing Committee (for large events)
- Prepare a budget
- Secure a sponsor (if possible)
- Appoint officials in line with LRON Policy and Procedure
- Recce route (where possible)
- Compile Event Book, program and stickers etc
- Arrange for regalia, caps, shirts, etc
- Obtain all necessary permission (where authorities are concerned)
- Draw up Entry List
- Determine an Entry Fee in line with LRON principals
- Write a preliminary Event Overview (so as to inform entrants what to expect)
- Manage all aspects of event and give feedback to LRON Council as required.
- Manage finances in line with budget (keep a record of all income and expenditure)
- Compile an Event Summary and submit to Council.
- Ensure that sponsors are considered in all sponsor related issues.
- Running of event in line with safety standards, club constitution and LRON policy and procedure
- Ensuring publicity with assistance from public relations officials
- Event advertising on face book page and all other potential media

The organizer is responsible for running the event and has an all round responsibility for ensuring safety, medical and general discipline. In the event of the organiser or the expedition leader not being in a position to execute his / her duty the safety officer must take over this responsibility.

The organizer is responsible for the running of the event within the guidelines above, LRON Policy and Procedure and any other requirements that the Event Co-ordinator may put forward. Should either the Organizer or Event Co-ordinator not agree on a matter this must be referred to LRON Council for arbitration and settlement.

Should any aspect of the organizing of an event be unclear or not listed in the LRON Guidelines and Policy and Procedure the Organizer / Event co-ordinator must consult with LRON Council to jointly find a solution.

PENALTY OFFICIAL

The duties of the Penalty Official are as follows:

- This requirement is more of a fun related duty, however it is necessary to ensure that the use of foul language is limited albeit restricted
- Discretion must be an element of this function
- The penalty official needs to keep a wary eye on all the entrants so as to gather information on possible penalty points to be raised at the prize giving ceremony
- All officials need to report matters of possible penalties to the penalty official who in his / her sole discretion will decide if the penalty is valid and what action is required
- Penalties can be in the form of monetary value for serious offences, task related penalties or any other form of acceptable penalty keeping in mind that it is not the intention to offend anybody.

It will be necessary for the penalty official to carry a note book at all times and to liaise with the other officials regarding the implementation of possible penalties.

It is also not the intention to have too many penalties but to rather note all possible penalties and to discuss these with the appointed event judges before finally applying the said penalties for the event.

It is of utmost importance that the entrants are briefed on what issues could attract penalties, what the possible penalties would entail and what penalties could incur monetary fines keeping in mind that foul language is one penalty that could incur a monetary fine. Such fine will be noted and forwarded to the LRON Council Treasurer who will issue an invoice for the penalty.

All penalties applied need to be handed to the event organizer for inclusion into the event report for year-end function requirements.

PHOTOGRAPHER

The duties of the photographer is as follows:

- It is the duty of the photographer to take appropriate photographs of all entrants and their families, official proceedings and the like
- All photos taken by the photographer ultimately should belong to the club however photo files given to club members may attract a minor fee for the account of the photographer
- All photos should be forwarded for collection on the club photo usb stick
- A range of photos should be considered and coverage of every aspect of the event is required
- Photographers should be considerate with photos taken ensuring that all photos taken contribute positively to the event
- The photographer should select a couple of relevant good quality photos which should be sent to the organizer / route director / expedition leader for inclusion in his event report for the public relations officer immediately after the event for placement in the media
- Sponsor banners etc should be photographed and photos should be made available to the sponsor.

Photographers have a difficult task and as such should receive the required support from the entrants and other officials.

Any problems encountered by the photographer should be reported to the organizer / route director / expedition leader.

It is understood that all photos taken will become the property of LRON for use as required.

PUBLIC RELATIONS OFFICER

The duties of the public relations officer is as follows:

- It is very important that the sponsor and LRON gets mileage and advertising for events
- Therefore the PR Official should ensure newspaper and press coverage of a high standard
- Any other public relation matters need to be attended to by the PR Official
- The event organizer / route director / expedition leader needs to give the necessary event info to the public relations official as soon as possible after the event to ensure that the necessary coverage is placed
- The photographer also needs to forward a selection of applicable photos to the organizer / route director / expedition leader for inclusion in his report to the public relations officer

It is imperative that the public relations officer ensures that information required is obtained from the event organizer / route director / expedition leader immediately after the event so that press information is current.

ROUTE DIRECTOR / EXPEDITION LEADER

The duties of the Route Director / Expedition Leader is as follows:

- Ensure that he is in control of the entrants and conversant with the route.
- Ensure that all entrants operate their vehicles in a safe manner
- Be in a position to assist fellow entrants with matters of skill and use of their vehicles
- Keep to scheduled program times
- Inform entrants re information regarding the route and area
- Assist and control recovery of stuck / bogged down vehicles
- Ensure that all entrants are in the group and have not veered off path
- Should the group become too spread out the route director must call for a re-group and only once all entrants are together, continue with the route
- Ensure that all entrants reach the end point safely
- Ensure that he has a control vehicle at the rear of the convoy (Both route director and rear control vehicle should preferably be in radio contact)
- Ensure that all entrants are aware of how long the route is and that they have enough fuel, snacks and refreshments with them for the duration of the route.
- Rely on the Safety Officer to assist him on route should assistance be required

It is imperative that the Route Director / Expedition Leader knows the route and ensures that entrants do not get lost. Time schedules conversant with the Event Program must be strictly adhered to.

Furthermore the Route Director / Expedition Leader must be in a position to advise entrants on the skills of off road driving and assist with off road driving skills where required. The Route Director / Expedition Leader will also control any recovery actions that may be required in conjunction with the safety officer.

Information on the route surroundings, history of the area and any other interesting matters always makes for a popular Route Director / Expedition Leader and it is imperative that the route information is established beforehand so as to inform the entrants accordingly.

SAFETY OFFICER

The duties of a Safety Officer are as follows;

- All safety matters
- Ensure entrants apply the Safety Rules as listed in the Event Book
- Not allow reckless driving
- Camp area safety including use of gas bottles and any other occupational safety hazards that may be disregarded by entrants
- Supervise recovery operations however not interfering with the control of the Route Director / Expedition Leader unless safety standards are jeopardized.
- Take over control of the route or event should the Route Director / Expedition Leader or Organizer for whatever reason no longer be capable of executing his/her/their duties
- Have a casevac plan in place

The Safety Officer is responsible for all safety issues including but not limited to, safe driving, general behaviour and the use of alcohol while on trail according to the club policy. (See policy and procedures Use of Alcohol on route.)

Should a casevac be required the Safety Officer should have a clear plan in place as how to deal with such an incident in conjunction with the Medical Officer.

SOLID WASTE OFFICIAL

The duties of a Solid Waste Official are as follows:

- Responsible for all waste control, garbage collection, pollution and any issues pertaining to the environment.
- To oversee the general cleanliness of the area utilised by entrants and to ensure that each entrant adheres to the disposal rules as set out in the event book
- To ensure that all garbage is recycled where possible
- To ensure that all entrants take their garbage with them and dispose of said garbage at a suitable dump site
- To enforce penalties via the Penalty Official should this action be called for

We are an environment friendly club and as such need to ensure that we are not liable for any sort of pollution of any nature. Our motto should be that only our tracks remain when we leave.

It is not the intention that the solid waste official cleans up as such but should manage the process and ensure that entrants comply with the rules.

PREFERRED SUPPLIERS

PREFERRED SUPPLIERS LIST

It is a policy to make use of the preferred suppliers when purchasing items. These suppliers are loyal sponsors and should be supported at all times.

Land Rover Windhoek

L R Parts

Dunlop Tyres 2000

Bushwackers / Campworld

Securetech Products

Off Road Centre

Control P

Direct Auto

Radio Electronics

Footprints B&B Swakopmund

MUST BE UPDATED WITH LOGOS AND LINKS

FLOATING TROPHIES

LIST OF FLOATING TROPHIES

TOILET SEAT AWARD

Goes to the member that made the biggest boo boo during the year.
(Decided by Council)

KUISEB CHALLENGE EXTREME ROUTE AWARD

Goes to the member for the best performance on the extreme route.
(Decided by sponsor, route director and judge.)

BEST SPIRIT

Goes to the member with the best team spirit, positive attitude.
(Decided by club members by vote. Nominations by council.)

HARD LUCK TROPHY

Goes to the member that experienced the most hard luck during the year.
(Decided by council.)

MOST EVENTS ATTENDED

Goes to the member that attended the most events.
(As per attendance register.)

MOST WELL KEPT VEHICLE

Goes to member with the most well kept vehicle.
(Decided by club members by vote. Nominations by council.)

JALOPY TROPHY

Goes to member with the vehicle least to be trusted.
(Decided by club members by vote. Nominations by council.)

HAUSMEISTER TROPHY

Goes to the member with the tallest Land Rover story.
(Decided by council)

PHANTOM TROPHY

Member that has attended the least club activities.
(Decided by council)

BRIGHT SPARK AWARD

Speaks for itself.
(Decided by council)

LAND ROVER OWNERS AMBASSADOR TROPHY

Goes to the member that has done excellent work to promote the club.
(Decided by council)

MOST IMPROVED AREA TROPHY

Goes to the area representative that has improved their area and grown the most members.
(Decided by Council)

4x4 TRAINING MANUAL

(Afrikaans)

ENGLISH VERSION WILL BE FORWARDED SEPERATELY

HANDLEIDING VIR DIE OPLEIDING VAN 4X4 BESTUURDERS

(VERKORTE WEERGAWE VAN DIE OMVATTENDE OPLEIDINGSHANDLEIDING)

KOPIEREG : LANDROVER OWNERS CLUB OF SA.

OPLEIDINGSHANDLEIDING

INLEIDING

Hierdie handleiding bevat slegs die allernoodsaaklikste inligting wat deur die gemiddelde lid van LRON benodig word. Hierdie handleiding verduidelik nie noodwendig die inhoud nie, dit is aldus vanselfsprekend dat daar steeds onduidelikhede sal bestaan. Hierdie bondige handleiding word aangevul deur die OMVATTENDE HANDLEIDING waar al hierdie inligting herhaal word met verduidelikings waar nodig.

LRON moedig egter sy lede aan om minstens eenkeer die hele omvattende handleiding te lees om hulle sodoende te vergewis van hoeveel meer inligting daar is waarvan kennis geneem kan word.

Skriftelike eksamen

Hierdie bondige handleiding dien as basis vir die LROC se geskrewe eksamen. Geen bykomende inligting word benodig nie en lede moet hulle slegs vergewis van die inhoud van hierdie handleiding. Die toets sal nie die lid se begrip van die leerinhoud toets nie. Lede is egter op hulself aangewese om meer uit te vind oor daardie aangeleenthede wat hulle nog nie ten volle begryp nie. Dit strek tot elkeen se voordeel.

Die meerderheid inligting m.b.t. bestuurstechnieke is slegs RIGLYNE omdat "veldry-toestande" so veranderlik is. Die mees algemene benadering word hier weergegee, maar met meer ervaring word gevind dat verskillende (innoverende) benaderings soms vereis word.

DAAR IS EGTER DRIE NIE-ONDERHANDELBARE Reëls :

Die volgende drie reëls is BAIE BELANGRIK en is ALTYD van toepassing :

- # Bestuur veilig en verantwoordelik.
- # Bestuur so stadig as moontlik, maar so vinnig as noodsaaklik.
- # Neem die omgewing in ag.

WAT IS LAESTREK (LOW RANGE) EN WANNEER WORD DIT GEBRUIK

Laestrek beteken sterker trekvermoë as Hoëstrek (High Range) . Laasgenoemde word meesal in stede en op openbare paaie gebruik. Laestrek word spesifiek vir “veldry” en waar die terrein moeilik begaanbaar is, gebruik. Laestrek is aldus van toepassing waar meer krag benodig word, of waar ’n stadiger spoed vereis word.

HOE OM LAESTREK (LOW RANGE) TE KOPPEL EN TE ONTKOPPEL

Moderne ratkaste is gesinchroniseerd. Sodoende kan ratte maklik verander word wanneer die voertuig beweeg. Die oordragratkas (transfer box) is nie gesinchroniseerd nie. Dit beteken dat daar geen meganisme is om die ratte outomaties te sinchroniseer, om maklik ineen te skakel nie. (easily mesh with each other).

Wanneer die voertuig botstil staan, mag ’n situasie ontstaan waarby die tande van twee ratte regoor mekaar staan, met die gevolg dat dit onmoontlik vir die bestuurder is, om Hoë – of Laestrek te koppel. Die beste benadering om Hoë – of Laestrek te koppel, is wanneer die voertuig baie stadig (1km/h) beweeg, met die ratkas in neutraal en die koppelaar (clutch) ingetrap. Die betrokke ratte skakel nou gemaklik ineen sonder om spanning op hulle te plaas.

WAT IS ’N EWENAAR?

’n Ewenaar is die ronde (bulge) omhulsel (wat die meganiese komponente huisves) tussen die wiele van die voor – en agteras. By Range Rovers en Discovery 90 en 110 modelle , is daar nog ’n ewenaar in die oordragratkas.

Dink aan ’n ewenaar as ’n T-stuk by ’n waterpyp soos aangetoon in bg. skets. Wanneer water by die T-stuk ingepomp word en beide punte is oop, verwag ’n mens dat die helfte van die water by die linkerkantste opening en die helfte by die regterkantste opening sal uitloop.

Sou die linkerkantste opening gedeeltelik geblokkeer word, sal minder water daar uitloop, terwyl die grootste stroom water by die regterkant sal uitloop.

Sou die linkerkantste opening heeltemal geblokkeer word , sal al die water by die regterkantste opening uitloop.

Maak dit nou van toepassing op ’n voertuig. Die linker wiel van ’n as trap stewig op die grond vas (waterpyp is geblokkeer) en die regter wiel hang in die lug (waterpyp heeltemal oop). Al die krag word nou na die wiel wat in die lug hang verplaas. Hierdie wiel sal geweldig tol (spin), terwyl die ander wiel wat stewig vastrap, geen beweging sal toon nie. Slegs wanneer altwee wiele stewig op die grond vastrap, sal die krag eweredig na beide wiele versprei word. Hierdie beginsel is ook van toepassing by gladde modder en ys.

BESTUUR VAN ’N VIERTREKVOERTUIG

Basiese beginsels.

Kies die korrekte ratverhouding voordat jy ’n hindernis (obstacle) aandurf, en bly in daardie rat totdat jy die hindernis suksesvol oorkom het.

Verseker dat jou banddruk korrek is vir die terrein waar jy beweeg. Die afblaas van bande maak nie net die loopvlak wyer nie, maar dit maak dit ook langer.

Uitdagende situasies. Moet jouself nie inlaat vir iets waarvan jy nie oortuig is dat jy dit sal

kan doen nie. Jy benodig met ander woorde, beide die selfvertroue asook die vermoë.

Oorweeg die regsimplikasies. 'n Voertuig word beskadig, of 'n persoon beseer - wie is verantwoordelik?

Elke Landrover/ Range Rover moet toegerus wees met :

- h
- Herwinningspunte
herwinningshak : Toyota 51961 – 60010
veerknip (“stopper”)
- Brandblusser – so gemonteer dat dit van buite die voertuig bereikbaar is.
- Sleeptou
- Noodhulpkassie

KEN JOU VOERTUIG

Wees vertrouwd met jou voertuig se vermoë.

Die naderingshoek (approach angle) en die vertrekhoek (departure angle) ; soos van agter gesien.

Die oorbreekhoek (break – over angle)

Die laagste punt van jou voertuig is gewoonlik die afstand tussen die oppervlak en die ewenaars. Weet waar die ewenaars is,soos gesien van die bestuurdersposisie.

Die maksimum veilige “water-ry” diepte. (waad ; wading)

Die maksimum hoek waarteen jou voertuig kan beweeg, voordat dit omval. Hoe jy jou voertuig binne sowel as op die dakrak pak, het 'n invloed op die omvalshoek.

SLEEPWAENS

WAARSKUWING. In dik sand en modder voel die sleepwa soos 'n anker van 'n boot. Menige bestuurders het al groot probleme ervaar in dik sand, sodanig dat sleepwaens agtergelaat is omdat dit onmoontlik was om in die sand te beweeg. In sodanige gevalle is dit beter om alles binne of bo-op die voertuig te vervoer.

VEILIGE BESTUUR

HINDERNISSE.

Soos wat daar riglyne vir bestuur is, is daar egter ook uitsonderings. Die doel van hierdie kursus, is om die riglyne aan te bied, maar dit moet nie geag word as ABSOLUUT, VASSTAANDE Reëls (ALFA EN OMEGA) wat nooit geignoreer mag word nie. Veldry moet aldus benader word met 'n groot mate van gesonde verstand.

Blaas bande af (tweederdes van normale druk ; vyftig persent op die meeste. Bandgrootte 750 x 16 met binnebande kan tot so laag as 0.8 kPa afgeblaas word.) Hoe groter die syhellings (sideways inclines), hoe minder moet die banddruk verminder word. Hoe swaarder die voertuig gelaai is, hoe minder moet die bande afgeblaas word om sywaartse rol (band – invouing) (collapsing) te voorkom. Banddruk van minder as 1,6 kPa word selde vereis.

Onthou om ALTYD eers deur of oor 'n hindernis te loop, en dan op 'n plan van aksie te besluit.
Besluit ook op 'n plan “B” as jou eerste poging nie sou slaag nie.

Indien dit 'n baie moeilike hindernis is, versoek die passasiers om uit te klim en weg te staan van die voertuig af.

Maak seker dat jy die regte rat geskakel het, en dat die ewenaarslot(te) gesluit is.

Moenie ratte verander wanneer jy die hindernis aandurf nie.

TEEN 'N STEIL HELLING (AFDRAANDE) AF

Die belangrikste is om te alle tye beheer oor die bestuursrigting (directional control) te behou.

Poog altyd om reguit teen die skuinste af te beweeg.

Skakel eerste rat, laestrek en sluit die ewenaar(s). Laat die enjin die voertuig sover as moontlik rem.

So stadig as moontlik, so vinnig as noodsaaklik. (ASAPAFAN)

Die remme kan gebruik word om voorgaande te verseker.

Indien die helling so STEIL of GLAD is dat die voertuig begin gly, moet die volgende stappe gedoen word :

- Geen voet op die koppelaar – of rempedaal nie. Moet onder geen omstandighede aan die koppelaar raak nie. Poog sover as moontlik om nie te rem nie.
- Indien beheer oor die stuurrigting verloor word, trap die versnellerpedaal liggies om beheer te herwin / behou.
- Indien totaal beheer oor die stuurrigting verloor is, versnel dan so min as moontlik, maar tog soveel as noodsaaklik totdat volle beheer herwin is. Indien die voertuig buite beheer is, mag die voertuig neig om dwars te wil draai.

TEEN 'N STEIL HELLING (OPDRAANDE) OP

Baie belangrikke maatstawwe wanneer jy teen 'n steil helling (opdraande) uity:

- Is ek bereid om AGTERUIT (TRU-RAT) teen die helling (afdraande) af te ry?

- Beplan jou optrede indien die poging nie suksesvol gaan wees nie. (bv. in watter rigting sal die voertuig beweeg? Kan die voertuig omgedraai word? Waar is ankerpunte?)
- Hersien in jou gedagtes die prosedure om te volg wanneer die voertuig se enjin staak (stall).

5.

- TD5/V8 koppel tweede rat, laestrek en sluit die ewenaar(s). BELANGRIK : behou momentum.
- TDI/ Viersilinder koppel eerste rat.
- Bou genoeg momentum op by die “goeie” gedeeltes, voordat jy die slegte gedeeltes aandurf. Jy het m.a.w. reserwe momentum. Poog om ’n egalige spoed te handhaaf. (ASAPAFAN)
- Vermy diep gate/ uitgerede spore deur sover as moontlik wydsbeen daaroor te ry.
- Vermy oormatige wielspin.

ENJIN STAAK PROSEDURE : WAT OM TE DOEN INDIEN JY NIE DIE BOPUNT VAN DIE OPDRAANDE BEREIK NIE.

- Laat die enjin toe om te staak of trap die voetrem sodat die enjin gaan staan ; moenie die koppelaar trap nie.
- Trap die voetrem sodat die voertuig nie beweeg nie. (moenie die handrem gebruik nie)
- Koppel tru-rat (reverse) , terwyl die voetrem steeds getrap word. Trap die koppelaar in, koppel tru-rat, los die koppelaar. Maak seker dat die voertuig beslis in tru-rat is.(dit is ’n algemene fout wat baie bestuurders begaan, en wanneer die rem gelos word, beweeg die voertuig vinnig teen die afdraande af omdat die voertuig eintlik in neutraal is.)
- Maak seker in watter rigting die voorwiele gedraai is.
- Alles in orde, haal jou voet geleidelik van die voetrem af – dit is om te verseker dat die voertuig wel in tru-rat is, en indien die voertuig beweeg, dit versigtig te laat aanhou totdat die voertuig tot stilstand kom in die geskakelde trurat.
- Skakel die enjin aan deur die aansitter slegs te tikdraai.(baie kort te laat draai.)
- Verhoed dat die voertuig sywaarts draai – versnel effens indien nodig.

BESTUUR TEEN ’N SYHELLING (ANGLE)

- Loop oor/ deur die hindernis. Kyk noukeurig na die oppervlak. Let op of daar gladde kolle is. Die reël is : **KAN HIERDIE HINDERNIS VERMY WORD?**
Bestudeer beide die boonste sowel as die laer spoor van die roete. (track) As daar ’n gat is in die laer gedeelte, sal die hoek (angle) toeneem. Die hoek (angle) neem ook toe wanneer daar ’n bykomstige hindernis in die boonste spoor is.
- Maak seker dat die gewig in die voertuig eweredig versprei is en dat dit stewig vasgemaak is.
- Laat jou passasiers aan die boonste kant van die helling sit sodat hulle kan help om die voertuig te balanseer, of laat hulle uitklim.
- Koppel eerste rat, laestrek, sluit ewenaar(s). Gebruik die enjin om die spoed te beheer ; nie die remme of koppelaar nie.
- Om die gewenste roete te volg, vereis dat die stuurwiel tot ’n mate in die rigting van die boonste helling gedraai moet wees.
- **BAIE BELANGRIK** : wees gereed om vinnig afwaarts te draai en maksimum te versnel indien die voertuig wil omval. Dit kan natuurlik slegs gedoen word indien die terrein dit toelaat.

- Indien moontlik, moet die voertuig geanker word om te voorkom dat dit omval.

ASVLEGTER - SLOTE (CROSS-AXLE SITUATIONS)

By "normale" ewenaars (oop-ewenaar sonder traksie-kontrole of later toegeruste (aftermarket) ewenaarslotte, ontstaan 'n asvlegter - situasie (cross axle) waar al die krag, vanaf beide dryfaste, slegs na een wiel op elke as gekanaliseer word.

- 6.
- Probeer om 'n roete te volg waar slegs een wiel op enige tydstip in die sloot is.
 - Handhaaf 'n redelik (moderate) konstante spoed. (ASAPAFAN)
 - Verminder die aanwending van oordadige (excessive) krag - jy mag dalk 'n halfas (side shaft) breek.

So kan asvlegter-situasies (cross axle) voorkom word.

ROTS-RY (ROCK CRAWLING)

- Loop eers oor die hindernis.
- Laestrek, eerste rat.
- Baie stadig - luierspoed (idle speed) - skakel die lugreëling aan om selfs stadiger te beweeg.
- Kry iemand om jou te wys waar en hoe om te ry. Sodoende voorkom jy skade aan die onderstel of die moontlikheid dat jy mag vassit.

WATER –RY (WADE)

- Moet nooit deur water ry nie, tensy jy geen ander keuse het nie. Water kan deur die ewenaar(s) of ratkaste ingesuij word met gepaardgaande skade indien nie daarna omgesien word nie.
- Weet hoe diep jou voertuig in water kan ry.
- Indien jou voertuig toegerus is met dreineringsgate in die klokhuls (bell housing) of tydhulse (timing covers), moet dit geseël word voordat jy deur die water ry.
- Weet waar die luginlaat (air intake) van jou voertuig is. Indien water daar ingesuij word, kan dit groot skade berokken.
- Loop eers deur die water. Voel of die bodem stewig is en waar gate of groot klippe (rotse) is.
- Indien jy nie kan deurloop nie omdat die vloei van die water te sterk is, is dit ook te sterk om deur te ry.
- Beskerm die verkoeler (radiator) en enjin deur die rooster (grill) met 'n lap, baadjie of enige ander geskikte voorwerp, toe te maak. Dit sal voorkom dat water by die enjin invloei terwyl die voertuig beweeg.
- Skakel die waaier (fan) uit.(immobiliseer). Indien jou voertuig nie oor 'n ontkoppelingsmeganisme beskik nie, verwyder of laat skiet die waaierband om te verseker dat dit sal gly wanneer dit onder die water is. Die waaier kan jou verkoeler beskadig en so moontlik jou rit (reis) beëindig.
- Kry jou herwinningstoerusting gereed voordat jy die water aandurf.
- Eerste of tweede rat, laestrek, ewenaar(s) gesluit – so stadig as moontlik, so vinnig as nodig, maar nie te stadig nie.
- Passasiers kan loop om die gewig te verminder.

- Moenie jou veiligheidsgordel gebruik nie – jy mag dit dalk nodig vind om gou uit die voertuig te kom.
- Vensters moet oop wees (om vinnig uit te klim).

Wat om te doen wanneer die voertuig vassit.

*Vermy uitermatige wielspin.

* Koppel tru-rat en beweeg terug in jou eie spore. In die proses word die oppervlak vasgetrap.

7. Beweeg een of twee meter terug. Probeer weer, maar met 'n bietjie meer momentum.

- Voordat jy jou wenas (winch) gebruik, vra die passasiers om eers te stoot. Dit werk gewoonlik.

Moenie paniekerig raak as jou voertuig begin om te dryf nie. Maak die deure oop en laat water invloei sodat die voertuig weer traksie kan herwin. Dit is makliker om die matte uit te droog, as om die voertuig laer af uit die water te haal.

MODDER

- Blaas bande af - nie minder as 1.6 kPa nie. (maksimum +_ 50% van normale banddruk; nie minder as 0.8 kPa in uiterste gevalle nie.)
- Koppel derde rat laestrek of eerste rat hoëstrek vir V8 en TD5 voertuie. TDI,4, 6 silinder en diesel enjins – koppel tweede rat, laestrek.
- 'n Mate van wielspin word benodig, maar uitermatige wielspin word nie aanbeveel nie.
- Draai die stuurwiel na links en regs om traksie van die bande (tyre edges) te verkry.
- Indien jy vassit, poog om op eie spore terug te beweeg totdat jy verseker is dat jy weer vorentoe sal kan wegtrek - probeer weer.
- Om die voertuig ritmies vorentoe en agtertoe te wieg (rocking) mag ook help.

SAND OF SAGTE GROND

- Blaas bande af (+- 50 % van normale druk; nie minder as 0.8 kPa in uiterste omstandighede nie.) Sand, modder, klippe neig om tussen die band en die velling in te beweeg, wat meebring dat die band mag afblaas.
- Koppel die korrekte rat voordat jy dik sand aandurf (derde rat laestrek / eerste rat hoëstrek).
- Bly altyd aan die beweeg.
- Moenie rem nie – rol tot stilstand.
- Indien die voertuig gestop het, of vassit, poog om op die spore terug te beweeg totdat jy verseker is dat jy weer vorentoe sal kan wegtrek – probeer weer.
- Wees bewus in watter rigting jou voorwiele wys en hou hulle in die rigting waarheen jy beweeg.
- Vermy wielspin wanneer jy stadig beweeg of vassit – dit veroorsaak dieper gate en bemoeilik herwinning. Gebruik lere, takke, matte , ens. vir beter traksie.

SANDDUINE

- Gaan stap eers oor die duin. Wind kan 'n duin binne 'n paar uur verander. Daar mag nou 'n nuwe vertikale steilte aan die anderkant wees.
- Ry altyd regop en regaf teen die duin.
- Vordering tot bo moet geskied in tweede of derde rat laestrek.

Indien nodig, grawe die bopunt (crest) van die duin weg. Ry af in laestrek.

8. KONVOOI

- Moenie die voertuig agter jou uit sig verloor nie. Jy is verantwoordelik vir die voertuig agter jou.
- Hou tred met die voertuig voor jou. Die gaping tussen jou en die voertuig voor jou, moet nie meer as 50 meter wees nie, tensy dit uiters gevaarlik is. Die leier-voertuig bepaal die spoed. Hou by die eerste reël, al hou jy nie daarvan nie. (Indien die gaping tussen jou en die voertuig voor jou te groot raak, sal die bestuurder noodwendig stadiger ry, wat 'n kettingreaksie tot gevolg sal hê.)
- Indien jy genoodsaak word om stil te hou, doen dit eers nadat jy jou ligte vir die voertuig voor jou geflikker het, sodat die hele konvooi betreklik vinnig tot stilstand kan kom. Die installeer van 'n tweerigtingradio word sterk aanbeveel.

GRONDPAAIE (GRAVEL ROADS)

- Hou gereeld stil om wielmoere na te gaan. Grondpaaie is geneig om wielmoere te laat losdraai.

HERWINNINGSTEGNIEKE

'n Volle stel herwinningstoerusting sal die volgende insluit :

- Handskoene
- Sterk ketting met boogskakels (bow shackles) sodat die punte geheg kan word.
- Ten minste vier gegradeerde boogskakels (rated bow shackles).
- Trektou (tow rope)
- Kinetiese tou (rektou)
- Graaf
- Boombeskermer

Indien die voertuig oor 'n wenas beskik, voeg die volgende by:

- Afstandbeheerder (remote control) vir die wenas.
- Katrol (snatch block)

KINETIESE TOU (REKTOU)

GEVAAR!

GEVAAR!

GEVAAR!

Die kinetiese tou (rektou) is baie effektief en vinnig om te gebruik, maar is potensieel baie gevaarlik. Alle moontlike voorsorgmaatreëls moet getref word. Gesonde verstand word vereis. Die eienaars/ bestuurders van beide voertuie moet bewus wees van die wetlike implikasies wat mag ontstaan indien iemand beseer of gedood word.

DINK!

DINK!

DINK!

9.
BAIE BELANGRIK. Dit is van die uiterste belang dat die kinetiese tou (rektou) slegs gebruik word waar beide voertuie (die een wat vassit en die ander een wat die herwinning doen) met baie sterk herwinningspunte toegerus is.

BAIE BELANGRIK. Dit word aanbeveel dat die herwinning meervoudig teen 'n lae spoed gedoen word, eerder as een poging teen 'n hoë spoed. Dit sal die energie van enige moontlike gevaarlike voorwerp wat mag loskom, baie verminder en sodanig ook enige skade / beserings beperk.

DIE VOLGENDE IS VAN UITERSTE BELANG

- Moet nooit 'n kinetiese tou (rektou) aan 'n gewone trekhaak vasmaak nie. Hierdie trekhake is geneig om te breek en die bal wat loskom trek teen 'n geweldige spoed in die rigting van die ander voertuig.
- Geskikte en baie sterk herwinningspunte is 'n nie-onderhandelbare voorvereiste. Geen skerp punte moet naby die herwinningspunte wees nie.
- Omstanders en passasiers moet ver wegstaan wanneer herwinning gedoen word.
- Moenie kinetiese toue (rektoue) met D-skakels las nie. Voer eerder die een punt deur die oog van die ander tou of gebruik 'n kort (200mm) harde stuk hout (ongeveer 20mm in deursnee) en steek dit deur die lus (loop) van die punt wat deur die ander tou getrek is. Poog egter om nie kinetiese toue te las nie.
- Gebruik voertuie van dieselfde grootte en dieselfde gewig.
- Kinetiese toue moet vry wees van enige kinkels (twists), knope, snye en skaafplekke.
- Maak seker dat die kinetiese tou nie sal uitrafel (snag), breek, sny of skaaf teen enige voorwerpe (rotse, bome, ens.) tydens die herwinningsproses nie.

DIE GEBRUIKSMETODE VAN DIE KINETIESE TOU (REKTOU) TYDENS DIE HERWINNINGSPROSES

- Dit word aanbeveel dat 'n derde persoon die hele herwinningsproses hanteer. Sodanige persoon moet op 'n veilige afstand staan, verkieslik vanwaar hy altwee voertuie en bestuurders kan dophou.
- Sodra die rektou aan beide voertuie gekoppel is, moet dit sigsagsgewys (kronkelend)(zig-zag) op die grond gelê word en sorg moet gedra word dat die tou aan geen hindernis (obstacle) wat mag uitsteek, sal vashaak nie.

- Wanneer die persoon in beheer aantoon dat die herwinningsvoertuig vorentoe kan beweeg, moet die bestuurder van die voertuig wat vasgeval het, liggies vetgee sonder uitermatige wietol.
- Die herwinningsvoertuig moet veelvoudige trekaksies (plukaksies) uitvoer sodat die vasgevalde voertuig slegs 'n klein entjie op 'n keer beweeg. Indien die voertuig nie beweeg nie, kan die spoed verhoog word met elke poging. Veelvoudige sagte trekaksies sal ook die maksimum leeftyd van die ruktou verseker.
- Die bestuurder van die herwinningsvoertuig moet poog om nie die koppelaar (clutch) volledig uit te laat nie, omdat groot meganiese skade mag ontstaan. Hoe meer traksie die herwinningsvoertuig het, hoe belangriker is voorgenoemde riglyn. Wanneer die rektou styfspan, kom die herwinningsvoertuig tot stilstand. Dit op sigself veroorsaak hoë teenstrydige kragte (conflicting forces). Die enjin / ratkas is geneig om te versnel, terwyl die wiele / rektou poog om die voertuig tot stilstand te bring. In uiterste gevalle kan dit veroorsaak dat die ewenaar / dryfas / ratkas breek. Outomatiese voertuie (sonder kragomsetter – sluitmeganisme - torque converter lock-up), word tot 'n sekere mate beskerm teen meganiese skade deurdat die kragomsetter sal gly (slip).
- Moet nooit oor die rektou ry nie.

HOOGLIGDOMKRAG

- Veiligheid eerste.
- Gebruik handskoene.
- Sorg dat die domkrag in goeie werkende toestand is ; olie gereeld die meganiese dele.
- Domkragpunte aan voertuig moet geskik wees vir aanwending.
- Sorg dat alle liggaamsdele uit die pad van die domkragarm (handle) is. Dit sluit in :
 - # Kop (head)
 - # Hand. Moenie die skag (shaft) vashou met die ander hand nie, in geval jou hand van die domkragarm afgly en die domkragarm opwaarts terugslaan.
- * Let daarop dat die boonste gedeelte van die domkrag in die rigting van die bakwerk (body) mag beweeg wanneer die voertuig opgedomkrag word. Dit kan skade veroorsaak.
- * Wanneer die voertuig opgedomkrag is, moet die domkragarm in die vertikale posisie gelaat word.
- * Wees versigtig dat die bewegende deel nie op die voete val wanneer afgedomkrag word nie.
- * Die hoogligdomkrag is nie bedoel om wiele om te ruil nie.

GEBRUIK VAN WENASSE

Algemeen

- Veiligheid eerste. Dink eerder aan veiligheid en nie hoe om uit die penarie te kom nie.
- Neem jou tyd.
- Gebruik handskoene.
- Geen passasiers wanneer die wenas gebruik word nie.
- Omstanders moet minstens 20 meter wegstaan.
- Hou minstens vyf windings kabel om die drom.
- Skakel die enjin aan sodat die alternator die battery kan ondersteun. Slegs 2000 omwentelinge per minuut is nodig.
- Die wenasmotor word gou warm. Moenie dat dit swaar trek nie.
- Gebruik 'n enkele (een) katrol of twee katrolle om die spanning te verminder.

- Die meeste elektriese wenasse kan nie onder water werk nie.
- Laat 'n bekwame persoon toe om te help. Gebruik handtekens.
- Moenie dat die kabel oor rotse beweeg wat dit kan beskadig nie. Gebruik stompe, takke, stewels om beskadiging te voorkom.

POOG OM DIE HINDERNIS SO TE VERANDER DAT DIE WENAS SE WERKING SO LIG EN MIN AS MOONTLIK GEMAAK WORD.

Vestig 'n stewige ankerpunt

- So hoog as moontlik (minimum risiko) -opwaarts en vorentoe – verkieslik direk voor die voertuig.
- Moet in staat wees om die spanning te weerstaan.

WAARSKUWING : 'n gewone trekhak is glad nie geskik as ankerpunt vir 'n wenas nie.

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- Gebruik die boombeskermer wanneer 'n boom as anker gebruik word. Die boombeskermer moet nie beskadig word wanneer die wenas gebruik word nie.

Veiligheidsaspekte

- Maak die enjinkap oop (nie verpligtend nie), maar dra tog tot die veiligheid by.
- Rol die kabel af.
- MOET NOOIT OOR DIE KABEL KLIM (TRAP) NIE.
- MOET NOOIT 'N BESKADIGDE KABEL GEBRUIK NIE. VERVANG VOOR DIE RIT.
- MOENIE DIE KABEL MET JOU KAALHANDE HANTEER NIE, OF DIE KABEL DEUR JOU HANDE LAAT GLY NIE.
- Die vashaak-punt moet na bo wys om te voorkom dat die kabel uitglip wanneer dit bv. 'n klip/rots raak.

Dempers (dampers)

- Plaas komberse/ die rektou/ sleeptou oor die kabel om as demper te dien indien dit sou breek. Die swakste punt is gewoonlik by die haak (hook).

Gebruik van die wenas

- Doen finale inspeksie - vertrou niemand nie – dink aan die regsaspekte - wie is verantwoordelik?
- Koppel die wenaskontrolle heel laaste; dit voorkom dat iemand per ongeluk die wenas aktiveer op die verkeerde tyd.
- Skuil agter die paneelbord (dash) indien moontlik.

- Jaag die omwentelinge op tot 2000 opm (nie hoër nie) om die wenas met die alternator te ondersteun.
- Koppel eerste rat, laestrek - trap versneller liggies - min wielspin - moenie ingrawe nie.
- Moet nooit oor die kabel ry nie.
- Stop gereeld en maak 'n waardering van die situasie. Herrangskik kabel soveel keer as nodig.
- Stuur die voertuig in die rigting van die kabel indien moontlik.

Herwinning afgehandel

- Moenie die kabel deur die hande laat gly nie.
- Dieselfde persoon neem beheer oor die kabel en die wenaskontrolle oor die laaste twee meter.
- Laat voertuig luier (idle) om battery te laai.
- Eerste geleentheid - inspekteer kabel vir enige skade - verhoed dat 'n situasie ontstaan waar die wenas gebruik moet word en die kabel is nie bruikbaar nie.
- Wen die kabel netjies en egalig op onder spanning. Dit voorkom dat die kabel oormekaar opgewen word en sodoende vasgeknel word.

Die sleep van 'n ander voertuig met 'n sleeptou

- Veiligheid eerste. (dit bepaal sleepspoed)
- Gebruik 'n sleeptou van sowat 5 meter. (te kort en te lank is ewe sleg)
- Geen passasiers (indien moontlik) in die voertuig wat gesleep word nie.
- Die sleepvoertuig moet so egalig as moontlik beweeg en nie skielik stop nie.
- Twee verantwoordelikhede berus by die bestuurder van die voertuig wat gesleep word:

Verhoed dat die sleeptou op die grond sleep, of om daaroor te ry. Verseker dat daar altyd spanning op die tou is; m.a.w. dit moet altyd styf wees. Dit is om te voorkom dat die

sleeptou verslap en aldus moet genoegsaam gerem word om die tou styf te hou.

Ry direk agter die voertuig wat sleep.

- Die volgende situasies veroorsaak dat die sleeptou verslap :

Wanneer die sleepvoertuig rante verander. (handrat)

Wanneer gestop word. Dit vereis dat die voertuig wat gesleep word, harder moet rem as die sleepvoertuig.

Teen 'n afdraande af. Die gesleepte voertuig moet dan deurentyd rem. Stop wanneer die remme oorverhit.

**TWO-WAY RADIO
PROCEDURE
GUIDE LINES**

TWO-WAY RADIO ETIQUETTE QUICK GUIDE

The International radio language is English, except in cases where you are licensed to speak other languages.

When using a two-way radio you cannot speak and listen at the same time, as you can with a phone.

Don't interrupt if you hear other users talking. Wait until their conversation is finished unless it is an emergency. If it is an emergency, inform the other parties that you have an emergency message.

In an Emergency

If you have an emergency message and need to interrupt other's conversations:

- Wait and listen until you hear "Over"
- Press PTT (TX) and say BREAK, BREAK, BREAK, (*your call sign*), I have an emergency message for (*recipient's call sign*), Do you copy, Over'

Do not respond if you are not sure the call is for you. Wait until you hear your call sign to respond.

Never transmit sensitive or confidential information. Always assume that your conversations can be heard outside your waveband.

Perform radio checks to ensure your radio is in good working order.

- Ensure the battery is fully charged in the case of hand held radios and ensure the power is on.
- Keep the volume high enough to be able to hear calls.
- Regularly make radio checks to make sure everything is working and that you are still in range to receive signals.

Memorize call signs

- In radio communication you are not called by your name. Everybody has their own unique sign.

Think before you speak.

- Decide what you are going to say and for whom it is meant.
- Make your conversation as concise, precise and clear as possible.

- Avoid long complicated sentences. If your message is long, divide it into separate shorter messages.
- Do not use abbreviations unless they are well understood by your group.

4 Golden Rules of Radio Communication.

1. Clarity: Your voice should be clear. Speak a little slower than normal. Speak in a normal tone, DO NOT SHOUT.
2. Simplicity: Keep your message simple enough for intended listeners to understand.
3. Brevity: Be precise and to the point.
4. Security: Do not transmit confidential or rude messages.

SPEAKING THE LANGUAGE

<u>General Terms</u>	<u>Meaning</u>
Radio Check	What is my signal strength? Can you hear me?
Go Ahead	You are ready to receive transmission.
Stand-by	You acknowledge the other party, but are unable to respond immediately.
Roger or 10-4	Message received and understood.
Negative	Same as no.
Affirmative	Same as yes. Avoid “yup” or “nope” as they are difficult to hear.
Say Again or Repeat	Re-transmit your message.
Over	Your message is completed.
Out or Over and Out	All conversation is completed, the channel is clear for other users.
Come In	You are requesting called party to acknowledge that they hear you.
Copy	You understand what was said.
Wilco	Means “I will comply”
Repeat	Used before you repeat something. Ex “ I require five zero repeat five zero litres of diesel”

Making a Call

Follow these easy steps to make a call.

1. First listen to ensure the channel is clear for you to use.
2. Press PTT (TX) button.
3. After 2 seconds say: “*Recipients call sign*” twice followed by “*This is and your call sign*”
4. Once the person responds, convey your message.

Here is a typical radio conversation.

You: “*Papa November-One, Papa November-One, This is Papa November Nine, Come in, Over*” (PN1 is the person being called, call sign, PN9 is your call sign.)

Recipient: “*Papa November Nine, This is Papa November One, Go Ahead, Over*”

You: Say your message and then say, *“Over”*

Recipient: *“Roger, Wilco, Over”*

You: *“This is Papa November Nine, Over and Out”*

It is almost certain you will have to use the Phonetician Alphabet in your conversations. You will often be required to spell a certain word or name in your radio conversations to make sure you are understood. Using the phonetic equivalents instead of letters will make sure letters such as “F” are not misinterpreted as “S” and “T” as “C” or “M” as “N”

Following is a list showing the International Phonetics used for the alphabet:

A – ALPHA
B – BRAVO
C – CHARLIE
D – DELTA
E – ECHO
F – FOXTROT
G – GOLF
H – HOTEL
I – INDIA
J – JULIET
K – KILO
L – LIMA
M – MIKE
N – NOVEMBER
O – OSCAR
P – PAPA
Q – QUEBEC
R – ROMEO
S – SIERRA
T – TANGO
U – UNIFORM
V – VICTOR
X – X-RAY
W – WHISKEY
Y – YANKEE
Z – ZULU

RADIO PROCEDURES DURING NORMAL OPERATING CONDITIONS CALLING AND COMMUNICATING TECHNIQUES

The secret to working quickly and efficiently in an emergency net is to use standard procedures. The techniques presented herein are the most common. It doesn't take much analysis to see that standards and guidelines must be established and then utilized.

Before you key your mike, gather your thoughts about what you are going to say. Many people with radios have a tendency to talk and/or repeat too much. Say what you need to say without unnecessary repeats. Keep in mind that you must strive to get your message through the first time.

In general there are five parts to Calling/Communications. The more serious or complex the situation, the more important these procedures become. The information contained herein **MUST** be practised until it is second nature.

Practising proper day-to-day radio procedures will make emergency radio procedures automatic and reduces confusion. Another way of saying this is that the secret to working quickly and efficiently in an emergency is to use common approved radio communication procedures and guidelines and practice, practice, practice.

1st, you **MUST** give the radio call sign of the station you are calling. This alerts that station that they are being called and that they should listen to determine who is calling.

2nd, say **THIS IS**. The called station knows your tactical call follows. This is extremely important in cases where there is a lot of confusion or poor signal conditions.

3rd, give your radio call sign, Don't give your first name. Radio call signs are important and first names are not, egos notwithstanding. Remember, we are licensed for radio to radio **NOT** person to person communications.

You **WILL** create confusion if you reverse the first three steps, especially during emergencies and when you are communicating with a dispatcher or people who do not know you. If your practice is the reverse of the "norm" you will not be able to "change on the fly" especially during the added stress brought on by an emergency situation.

4th, give your message. Speak clearly. Don't speak too fast especially if the message needs to be written down. Pause after logical phrases. Do not use the word "break" when you pause. It is confusing, wastes time and has other connotations. Merely unkey and pause. If the other station has questions, they should key up and make their request known. This also permits other stations to break in if they have emergency traffic.

5th, you can end your conversation with "CLEAR" however the accepted word is "Out"

TIPS FOR TWO WAY RADIO USERS

- Identify yourself at the beginning of each transmission
- Listen before transmitting. Make sure you are communicating with the correct station.
- Know what you are going to say before you push the PTT (TX) button. ENGAGE YOUR BRAIN BEFORE YOU PUT YOUR MOUTH IN GEAR.
- Hold the PTT (TX) button down for at least one second before beginning your message to ensure that the first part of your message is not cut off.
- TALK ACROSS THE FACE OF THE MICROPHONE. This technique makes the communication more understandable. In other words, hold the face of the microphone almost at a right angle to your mouth.
- Speak slowly, distinctly, clearly and do not let your voice trail off at the end of words or sentences. Give each word equal force.
- Never acknowledge calls or instructions unless you understand the call or instruction perfectly. If you are in doubt about what you heard ask for the communication to be repeated.
- If you understand the communication acknowledge the comms by saying "copy"
- Always acknowledge communications. Silence in response to a message is confusing and frustrating.
- ACCURACY FIRST, SPEED LAST. Under stress operators tend to talk too fast.
- At times radio conditions are poor and words must be overly exaggerated to be understood by the receiver. Speak slowly and distinctly to carry through static and weak signals.
- If you are relaying a message, be sure to repeat the message exactly, word for word as it is received by you. Do not guess what is being said. Refer the communication back to the originator for clarification before relaying it to the receiver.
- When transmitting numbers always transmit number sequences as a series of individual numbers. Never say numbers in combinations.
- If a name needs to be transmitted, spell it out using the phonetic alphabet.
- ONLY TRANSMIT FACTS. Do not clutter the communication with non-essential information. Facts could be taken out of context if not carefully identified.
- Do not chew gum or eat while transmitting as this will influence what the receiver hears negatively.
- Never be rude.

- Be alert.
- Always know your location. Mobile transmission takes precedence over fixed radio transmitting stations. You should always be able to accurately describe your location at any time.

10 – CODE COMMUNICATION GUIDE

Ten-codes, also called ten-signals, are abbreviations used to shorten common phrases in radio communications. Thus allowing for brevity and standardization of messages. They have been widely used by law enforcement and Citizen Band (CB) radio transmissions.

The codes were developed in 1937 and expanded in 1974 by the Association of Public Safety Communications Officials International (APCO). Ten-codes remain in common use, but have been phased out in some areas in favour of plain language.

10 – 1	Receiving poorly
10 – 2	Receiving well
10 – 3	Stop Transmitting
10 – 4	Message received
10 – 5	Relay message
10 – 6	Busy, Stand by
10 – 7	Out of service. Leaving air
10 – 8	In service, subject to call
10 – 9	Repeat message
10 – 10	Transmission completed. Standing by
10 – 11	Talking too rapidly
10 – 12	Visitors present
10 – 13	Advise weather and road conditions
10 – 16	Make pick up at....
10 – 17	Urgent business
10 – 18	Anything for us
10 – 19	Nothing for you return to base
10 – 20	My location is.....or What is your location
10 – 21	Call by telephone
10 – 22	Report in person too....
10 – 23	Stand by
10 – 24	Completed last assignment
10 – 25	Can you contact
10 – 26	Disregard last information / Cancel last message

- 10 – 27 I am moving to channel....
- 10 – 28 Identify your station
- 10 – 29 Time is up for contact
- 10 – 30 Does not conform to FCC rules
- 10 – 32 I will give you a Radio Check
- 10 – 33 Emergency traffic at this station
- 10 – 34 Trouble at this station, help is needed
- 10 – 35 Confidential information
- 10 – 36 Need correct time
- 10 – 37 Breakdown needed at
- 10 – 38 Ambulance needed at.....
- 10 - 39 Your message delivered
- 10 – 41 Please tune to channel.....
- 10 – 42 Traffic accident at.....
- 10 – 43 Traffic jam at.....
- 10 – 44 I have a message for you
- 10 – 45 All members within range please report
- 10 – 50 Break channel
- 10 – CODE COMMUNICATION GUIDE continued

- 10 – 60 What is next message number
- 10 – 62 Unable to copy. Use phone
- 10 – 65 Awaiting your next message
- 10 – 67 All units comply
- 10 – 70 Fire at.....
- 10 – 71 Proceed with transmission in sequence
- 10 – 73 Speed trap at.....
- 10 – 75 You are causing interference
- 10 – 77 Negative contact
- 10 – 84 My telephone number is.....
- 10 – 85 My address is.....
- 10 – 91 Talk closer to the mike
- 10 – 92 Your transmitter is out of adjustment
- 10 – 93 Check my frequency on this channel
- 10 – 94 Please give me a long count
- 10 – 95 Transmit dead carrier for 5 seconds
- 10 – 99 Mission complete, all units secure

Q Codes

The "Q" code is a standardized collection of three-letter message encodings, also known as a brevity code all of which start with the letter "Q". Q codes are commonly used in voice communications as shorthand nouns, verbs and adjectives making up phrases. Q codes can be used to confer information or when followed by a ? used to ask a question.

Initially developed for commercial radio-telegraph communication, these codes were later adopted by other radio services such as marine, aviation and amateur radio.

Q Codes QRA – QUZ used in all Radio Services

QRA – Name call signal
QRJ – Is my transmission poor
QRK – Can you understand me
QRL - Frequency is busy
QRQ – Speed up transmission
QRS – Slow down transmission
QRT – Stop transmission
QRV – Ready
QRX – Call again
QRZ – Called by.....
QSD – Keying is defective
QSK – Break in
QSL – Acknowledge receipt
QSM – Repeat last messages
QSN – I heard you
QSP – Relay message
QST – General call to all stations
QTA – Disregard message
QTH – Location
QTN – Departure time
QTO – Departure confirmation
QTR – Exact time
QTX – Keep station open

QUB – Information regarding visibility, clouds, wind
QUD – Confirmation of Emergency signal
QUF – Confirmation of Distress signal