



**RULES & REGULATIONS
OFFICIAL CONDITIONS OF ENTRY
CODE OF CONDUCT**

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VARIETY – THE CHILDREN'S CHARITY

Variety is the world's greatest children's charity dedicated to helping children who are sick, disadvantaged or have special needs is referred to as "The Heart Of Show business" because of its origins in the entertainment industry.

Tent 1 was formed in Pittsburgh Pennsylvania USA in 1927 by 11 vaudeville showmen who established a social club called Variety. They adopted a baby girl abandoned in the Sheridan Movie theatre on Christmas Eve 1928. She was named Catherine Variety Sheridan.

Her story became an inspiration to help children everywhere and since those early beginnings, Variety has become an international organisation helping special children world-wide.

Tents are now spread throughout fourteen countries and all are members of Variety International based in New York.

The Executive Board of each Tent is known as The Crew. The Crew are those who build the Tent. The chairman is known as the Chief Barker and a member is called a Barker.

Variety has a self-imposed limit on administration costs, endeavouring to contain costs to single percentage figures. The Appeals Committee, The Honorary Medical Panel and The Crew ensure that all funds are used effectively to provide opportunities in life for as many children as possible and particularly those who are least able to help themselves.

When an appeal is granted, Variety makes payment direct to the supplier of the equipment or service and the emphasis is to support the communities in which the money was raised.

Variety's high profile motoring events are run across the nation along with numerous other functions and events.

VARIETY WA 4WD ADVENTURE

The Variety 4WD Adventure is an exciting week long adventure taking four wheel drives off the bitumen and onto bush tracks, sand dunes, fire trails and dirt roads. Escape the nine-to-five routine with Australia's best outdoor event, doing 4WDing in style. The emphasis is on good tracks and traveling to some of the most incredible areas in Australia.

Hundreds of hardworking people from all walks of life are the backbone of this exceptionally successful fundraising event. Unlike some similar events, the money raised directly assists children in need.

DEFINITIONS

"4WD Adventure or 4WD" means Variety WA 4WD Adventure

"4WDer" an Entrant as below;

"Event Lead" or **"Event Lead"** means that person nominated by Variety in charge of the Event and to work alongside the Event Coordinator.

"4WD Adventure Rules" means the rules set out in the document produced by Variety entitled '4WD Adventure Rules'.

"Claim or Demand" means any claim, demand, action, proceeding, judgment, order, award, damage or costs of any nature.

"Crew" two to four entrants in one vehicle.

"Entrant" is an individual person that has been accepted to participate in the WA Variety 4WD Adventure and includes the legal or personal representatives of the person;

"Event Coordinator" means the person employed by Variety WA to work in a partnership with the Event Chairperson to coordinate the 4WD Adventure.

"Event Worthiness" means checking of the vehicle by VWA officials or persons authorised to carry out the inspection to ensure its compliance with the requirements of the 4WD Adventure. It does not mean that VWA is satisfying the roadworthiness or safety of the vehicle.

"Officials" all people designated by Variety to be Officials

"Support Crew" means and includes (but is not limited to) each person travelling with a crew but in a separate 4WD and each person assisting that crew in any way including (but not limited to) a mechanic, a member of a mobile workshop crew or supply crew or any person acting in that capacity and their legal or personal representatives;

"Team" any more than one crew

"Variety" means and includes Variety – the Children's Charity and each of its officers, members, employees, agents and independent contractors and any volunteer assisting it in connection with the 4WD Adventure.

"Vehicle" means a four wheel drive motor vehicle also known as a 4WD Car.

"Variety WA" means and includes Variety WA Incorporated, VWA and each of its officers, members, employees, agents and independent contractors and any volunteers assisting it in connection with the 4WD Adventure.

SECTION 1 - COMPULSORY RULES & REGULATIONS (serious)

1. EVENT CONTROL

In the interests of safety, insurance and event management, the requests and directions of Officials will be observed at all times.

If, in the opinion of the Event Coordinator or Event Chairperson, a Entrant's or crew's behaviour prejudices the interests of other entrants, the 4WD Adventure or Variety, that Entrant or crew may be asked to withdraw from the event and will not be invited to participate in future 4WD Adventure's.

The 4WD Adventure Rules are those made by the Event Coordinator and Event Chairperson at their absolute discretion.

The rules and regulations may be altered and amended at any time as seen fit by the Event Coordinator and Event Chairperson and therefore any decision handed down will be final and no discussion entered into.

2. REGISTRATION FEES

Entries are not transferable. The person or persons who obtain the entry is the Entrant. The entry is not attached to a vehicle.

All entries are accepted at the Event Coordinator and Event Chairperson absolute discretion.

The number of spaces available for each 4WD Adventure is limited. Generally, entry in a 4WD Adventure is, in the first instance, offered to entrants in the previous 4WD Adventure. Places not filled will be offered to new entrants.

Those who obtain entry to this year's 4WD Adventure, at the absolute discretion of the Event Coordinator and Event Chairperson, may apply to enter next year's 4WD Adventure.

3. CONTRIBUTIONS

The car entry fee must be paid when submitting the Entry Form. The participant Entry must be paid after submitting the Entry Form no later than 6 weeks prior to event commencing. Minimum fundraising to be paid to the Variety office no later than the end of the Event. Unless otherwise stated by Variety, for Highest Fundraiser awards – fundraising money must be paid to the Variety Office on the Tuesday before the 4WD Adventure and no later than midnight to count towards the awards.

Entrants Withdrawing or Transferring to the following year:

If a team withdraws from the 4WD Adventure prior to the event, any fundraising dollars raised will be credited to the bottom line of the event in the year in which it is raised and not transferred to the following year. Fundraising will not be transferred between any or all of the suite of Variety motoring events.

If the team decides to enter the following year, money raised in the previous year will be taken into account towards achievement of the minimum amount i.e. if a team has raised \$2,500 then the following year they would need to raise only \$3,500 to guarantee an entry. If the minimum fundraising amount has been raised (currently \$4,000 or \$6,000), the team will be offered this option in the following years event only.

With regards to gaining a gold door panel, fundraising dollars raised in the previous year will be added to fundraising in the current year to determine eligibility.

4. CREW PREREQUISITES

Entrants must be over 18 years of age.

A crew will consist of no less than two and no more than four people or such other number permitted at the Event Coordinator and Event Chairperson's discretion.

All crew members are required to pay the Event Participant fee as specified.

All crew members who will be driving in the 4WD Adventure must have a current driver's license.

Forms of Agreement as to Terms and Conditions supplied by Variety must be signed by all crew members and submitted to the Variety Office with your entry form and fee.

5. 4WD ADVENTURE ROUTE

The 4WD Adventure route is that set by the Event Coordinator and Event Chairperson with the approval of the road owners. If these roads are affected by adverse weather conditions the Officials will liaise with local councils, station owners/managers and any other appropriate governing bodies to determine an alternative route. Any Entrant who disregards the Event Coordinator and Event Chairperson's instructions to abort the original route will be ejected from the 4WD Adventure.

No crew is to deviate off route unless specified by an official or an official is made aware prior to crew deviating off route. Once crew are off route, Variety WA is no longer responsible for the crew on event. Once the crew returns to the route, an official must be notified.

We are the guests of property owners and local communities and care must be taken of the property and environment we are travelling through.

Please leave gates as you find them.

Property Damage

If you cause any damage to gates or fences you are required to report any such damage immediately to the Event Coordinator or 4WD Adventure. Arrangements will then be made to repair or compensate the land owner for damage.

YOU WILL NEVER:

- * Affix advertising decals and stickers to gates and signs.
- * Wire shut or padlock boundary and paddock gates.
- * Deface gates or accessories.

Any collision with stock must be reported promptly to the Event Coordinator or an Official. The stock owner can then be notified and compensated.

Tampering with road or 4WD Adventure signs is forbidden.

LITTER

Property owners, Councils etc are notified when we are travelling through their properties/areas and continued access to these areas is achieved through our respect of our surroundings.

Please fit out your 4WD vehicle with rubbish bags and remember to use them. The bags should be disposed of in one of the bins provided at each overnight stop.

The throwing of flour bombs, eggs and any other food concoctions is banned. They leave a terrible mess in the towns we visit and often the locals are left to clean up after us. Local communities should not have to clean up after us!

**LITTER IS NOT TO BE THROWN FROM ANY 4WD VEHICLE. CARRY ALL LITTER WITH YOU AND
DISPOSE CAREFULLY AT NEXT APPROPRIATE SPOT.**

6. ROAD RULES

The 4WD is neither a speed event nor a race. The 4WD is not exempt from the normal road and traffic rules. In particular infringements of speed limits and blood alcohol limits can be prosecuted by the Police.

Entrants should be alcohol free or under the blood alcohol limit as set by the law (this is currently .05) at all times whilst driving a 4WD vehicle. 4WD Officials may at any time carry out random breath tests, however results are only a guide to an individual's blood alcohol concentration.

Entrants who, by breaking the law or behaving in a dangerous manner, bring discredit to the 4WD Adventure and/or Variety, may be asked to withdraw and must do so immediately upon request by the Event Coordinator or Event Chairperson or his/her delegate and will not be invited to participate in future Variety motoring events.

7. FIREARMS

Entrants are prohibited from carrying firearms, including gas guns or any other form of projectile, on the Event.

8. FIREWORKS

Fireworks are a hazard to the environment and human safety and are therefore banned from the 4WD Adventure.

Licensed fireworks displays organised or approved by the Event Coordinator or Event Chairperson are the only exception to the above and any approval must be sourced from the Event Coordinator or Event Chairperson prior to the event.

9. FLARES

Flares are for emergency use only, unless special dispensation has been obtained in writing from the Event Coordinator or Event Chairperson prior to the event.

10. REGISTRATION

All 4WD vehicles must have current registration covering the period of the 4WD Adventure. Current registration papers and Department of Motor Transport certificate in those states, where applicable, must be shown to an Official at Event Worthiness.

11. INSURANCE

It is essential that third party property insurance is held by all entrants.

12. VARIETY LOGO

See Fundraising & Sponsorship.

13. 4WD ADVENTURE VEHICLES - see also Vehicle Preparation

a) SCRUTINEERING (Event Worthiness)

The purpose of Scrutineering is to check that:

- all 4WD vehicles are registered and insured
- all safety equipment, such as fire extinguishers, first aid kits, seat belts and UHF radios are fitted as per the equipment checklist;
- all vehicles conform to the rules of the event;
- all vehicles have number panels, numbers and the official sponsors' decals affixed and prominently displayed.

Scrutineering will take place approximately one month prior to the event (generally in April), Vehicles that do not attend, unless given dispensation by the Event Coordinator or Event Chairperson, will not be permitted to start the 4WD Adventure.

Entrants are given a copy of the 4WD Mechanical Check that lists items, parts etc. that should be checked and repaired or replaced by a qualified mechanic prior to the Event Worthiness Day. The completed form should be handed to an Mobile Workshop (MW) crew member on Event Worthiness Day with registration and insurance.

On Scrutineering vehicles will be checked for sponsors decals, Car numbers, revolving yellow lights, UHF radio etc as per *4WD Equipment Checklist*.

Any further checks or mechanical work recommended will be noted on *4WD Equipment Checklist*

In the event a vehicle has had a partial repair to enable the vehicle to be removed from the roadway/course and the repairs do not meet road worthiness requirements the MW crew will complete a towing required form. Moving the vehicle is the responsibility of the designated driver and or car captain.

Prior to the entrant re-joining the 4WD the Support Crew will:

- Complete the Towing Required for in triplicate and will be issued to entrant
- Inform the entrant that neither Variety WA nor the mobile workshop crew involved take any responsibility for the repair:

- Get the entrant to sign the Disclaimer; and
- Give the original of the Towing Required form to the entrant and keep the triplicate.

This day is also used for radio etiquette training.

b) RADIOS

All vehicles must be fitted with a hard wired UHF radio and must be in good working order. Radios are required for safety reasons and for communication between vehicles and Officials.

c) LIGHTS

A rear mounted 55 watt rotating amber light is mandatory and should be mounted as close as practical to the highest point of the vehicle. Vehicles are only permitted to use a 'yellow' flashing light on non bitumen roads and must be turned off when the vehicle is travelling on bitumen.

Flashing red and blue emergency lights are NOT permitted.

d) TAMPERING

Entrants must never tamper with other vehicles or property on the event or any signage erected by Officials on the route.

e) OVERTAKING

The overtaking vehicle must signal by radio communication. A driver about to be overtaken must allow the following vehicle to overtake immediately by slowing. This is as much for safety reasons as for pure politeness.

eg Car 15 this is Car 543, permission to overtake
Car 543, this is Car 15, clear to proceed.

Always await their confirmation and permission to overtake, do not presume they have heard your request.

SECTION 2 - VEHICLE PREPARATION

The average distance travelled on an event can be around 3,000km, predominantly on dirt roads and tracks. The preparation of your vehicle for these conditions is paramount and requires thought and planning that should be undertaken as soon as possible. This will ensure that not only is the vehicle ready for Scrutineering, but time remains to run a few kilometres on a 'shakedown/ fully loaded' to be sure that all great innovations actually work.

In the event of a mishap, your 4WD vehicle may be replaced during the 4WD Adventure provided suitable arrangements are made to have your original 4WD vehicle transported home or to the nearest wrecking yard. The replacement 4WD vehicle must then be introduced to the Head MW crew and fitted out with the appropriate decals. Your original allocated 4WD Adventure vehicle number will not change.

Fuel Tanks: An extra fuel tank (optional) may be fitted provided this tank is vented outside of the passenger and luggage compartments and filled from outside the passenger compartment. Additional fuel may be carried in jerry cans but cannot be stored in the passenger compartment and **MUST** be tied down. All 4WD vehicles will be required to have sufficient fuel for a five hundred kilometre range between refuelling.

Exhausts: Excessive exhaust noise will not be permitted.

4WD Vehicle Modifications: All 4WD vehicles **MUST** be modified and fitted with the following:

- * Sump, gearbox and petrol tank protection plates.
- * Rear high-mounted brake light.
- * Mud flaps must be fitted.

Cargo Barriers: **IT IS COMPULSORY** to have a approved cargo barrier or safety netting fitted to all station wagons and vans.

Sump Protection Plates:

The sump guard should cover from the front of the engine to the rear of the gearbox (excluding the extension housing) and should be mounted so it can be easily removed.

Seat Belts: All 4WD vehicles must have seat belts for ALL passengers. The belts should be lap and sash.

Radios: All 4WD vehicles must be fitted with a hard wired operating UHF radio. This is perhaps the most important piece of equipment on the 4WD Adventure, and, as such, it must be treated with the respect it deserves. The main purpose for using your UHF is:

1. To warn other drivers of your intention to pass.
2. To warn other drivers behind you of any impending danger, or oncoming traffic.

Please note: In the event of an emergency, you should avoid using your UHF unless you are directly involved.

Finally, we'd appreciate your co-operation in only using the UHF for the reasons above. If the airwaves are clogged through general chatter, then you may hinder the passage of important information, or delay the response to an emergency. It is also important to remember that UHF radios are an open channel through the broader community.

Tools and Repairs:

All 4WD vehicles must carry basic tools as per the 4WD Equipment Checklist.

Towing: All 4WD vehicles MUST be fitted with front AND rear tow hitches/bar affixed to the chassis of the vehicle that allows for 50 mm towing balls to be attached. Tow balls must be carried and not attached. All 4WD vehicles MUST carry one heavy duty snatch strap. Steel ropes, light duty snatch straps and thin rope will not be permitted as towing devices.

Spare Parts:

All 4WD vehicles must carry spare parts as per the 4WD Equipment Checklist during the 4WD and have on board at Scrutinnering.

Front Door Panels:

Front door panels will be provided by the Variety office and all 4WD vehicles MUST have those panels fitted to both front doors.

Your car identification number will be allocated in consultation with the Variety office (black or white) and must be affixed to those door panels. Car identification numbers (white only) MUST also be affixed to the top left of the windscreen and top right of the rear window of your 4WD vehicle. (Boat registration numbers are ideal for numbering your vehicle.) **Roman numerals are NOT to be used.**

Decals: Official sponsors' decals will be provided by the Variety office and MUST be prominently displayed on each 4WD vehicle. 'Variety WA 4WD Adventure' decals should be affixed to the front windscreen or in a prominent position at the back of the vehicle.

Odometers: Odometers should be checked over a measured distance. Route instructions will be given in miles and kilometres. It is essential that each 4WD vehicle's odometer is working.

SECTION 3 - FUNDRAISING & SPONSORSHIP

4WDADVENTURE LOGO



The Proudly Supporting 4WD Adventure logo should be used in all fundraising promotions and on all printing and advertising material (raffle tickets included). Please do not distort or change it. It is imperative that your car number is the predominant feature of the title. For example:

CAR NO 444

(Raising funds for the Variety WA 4WD Adventure)

or

CAR NO 444

(Raising funds for children in need through the Variety WA 4WD Adventure)

or

CAR NO 444

(an entrant in the Variety WA 4WD Adventure)

The Variety logo standing on its own **must not** be used in any documentation made up for the team (such as team letterhead).

FUNDRAISING

There are a few simple rules that entrants should observe when seeking fundraising or sponsorship for their entries.

The 4WD Adventure is NOT a free holiday. All monies raised by you through sponsorship, functions, raffles, etc must be given to, and officially receipted by Variety.

The cost of preparing your vehicle, your meals and merchandise is your personal responsibility. Make your sponsors aware that their cash donations **will directly assist children who are sick, disadvantaged or have special needs** and emphasise that you and your crew meet the cost of preparing the vehicle and other related expenses.

Variety Western Australia has a policy regarding aligning our organisation with sponsors whose business activities are inappropriate for a children's charity and not in keeping with the corporate image of Variety Tent 74. Entrants should be aware of this policy when sourcing sponsors or holding fundraising events. Please speak to the Event Coordinator prior to committing to a sponsor, or organising an event that may contravene this policy.

WORK PLACE GIVING

Is a simple yet powerful way for employees to assist Variety to deliver essential equipment and services to Australian children who are sick, disadvantaged or have special needs.

Workplace giving can be even more effective if your employer agrees to match employee donations dollar for dollar.

For employers, Workplace Giving means having the capacity to engage and encourage staff and to show leadership as an employer committed to humanity.

For employees, Workplace Giving means having the power to make a real and meaningful difference to the lives of children who need it most.

Ask them to nominate your entry number ie 4WD Car 25 and these funds will go directly to children in need through your entry, helping your fundraising and making a difference to the lives of children in need.

It's an easy way to donate

As the contribution is taken out before tax, donors receive the tax benefit immediately and don't have to wait until their tax return to receive the tax deduction for their donation.

Variety – the Children's Charity of Western Australia is endorsed by the Australian Taxation Office (ATO) as having deductible gift recipient (DGR) status.

BANK ACCOUNTS

Under NO circumstances should individuals open or operate a fundraising bank account in the name of Variety, Variety WA, 4WD Adventure car or similar to collect monies raised.

4WD Adventure teams or crews should not operate bank accounts for funds raised - all money raised, including sponsorship, must be forwarded directly to Variety for receipting.

All monies collected for Variety WA 4WD Adventure must be deposited into the Variety bank account (details available from the office) within 14 days of being collected, as per the *Charitable Collections Regulations 1947*.

If you are unclear about any of the above please contact the Variety office.

The general procedure to follow for submitting your sponsors' donations is to mark your entrant number on the back of the cheques and send them to the Variety Office. Sponsors' cheques must be made out to Variety WA .

In most cases sponsors may send their payments directly to the Variety office attaching the remittance advice provided to you. Sponsors/donors may also transfer funds electronically directly into Variety WA's bank account (details available from the office). They can also donate online through the Variety website. Receipts will then be issued. Entrant statements are emailed to you monthly and list the companies or individuals who have donated to your entry. We suggest you send appropriate thank you letters/notes, to your sponsors.

Receipts will only be issued for donations directed to Variety. Receipts cannot be issued for parts donated, or other donations not received by Variety.

Entrants must ensure that they comply with any legal requirements regarding lotteries, raffles or other games of chance. This information is available at <https://www.rgl.wa.gov.au/>

We know that some of you like to surprise us with your fundraising abilities at the very last minute, however, please spare a thought for our staff. The last week before the 4WD Adventure has proven to be extremely hectic and, therefore, we ask that monies be paid in to the office by Midnight Tuesday prior to the 4WD Adventure to be eligible for the Fundraising Awards.

However, we are always delighted to accept money for our children in need at any time.

Details of all contributions credited to your 4WD Adventure Entry are confidential and only available to the Event staff. At no time will other entrants have access to this information.

Most entrants will be approaching sponsors, so here are a few thoughts about fundraising sponsorship.

RESEARCH & PLANNING

- * Identify your fundraising target.
- * Draw up a plan of attack. Do you have contacts in big business or is your network of business acquaintances more modest? If you approach big business, the more you want from each source, the more work you'll need to put in to the proposal. If you have more modest means then you should consider the more traditional methods of fundraising such as dinner events, sausage sizzles, raffles, coin collecting etc
- * Identify your potential sponsorship targets. You need to know the products, services and distribution network of these companies and, most importantly, the right person to speak to (that has the ability to authorise spending sponsorship money). In large companies, any proposal not addressed to the appropriate individual will end up in the bin.
- * Identify the return to the sponsor. The sponsor will want to know what is in it for them. Tell them where the 4WD Adventure night stops will be and what exposure will be gained in the media, what steps they may be able to take themselves to capitalise on the sponsorship, and how you will promote their product (it must be relevant).
- * Do not leave it too late - the sponsor will think that it's an afterthought.
- * If you are considering contacting a large company eg Coca Cola please check with the Variety office first. Many of these companies already support Variety and tire of being constantly asked.
- * Requesting product that can be auctioned or raffled will often bring a better response than a request for money.

PUTTING A PROPOSAL TOGETHER

- * It must appear, and be, professional. Include the 4WD and Variety Brochures all available from the Variety office. Include ideas for team uniforms etc. You must also appear professional when you get the chance to present your proposal.
- * Point out the tax deductibility of donations, and that all of the sponsors money will go to Variety. Include Variety information to show the sponsor how Variety works for children in need.
- * Make the car available for promotions by the sponsor. If possible, speak to their marketing department; they may have some good ideas.
- * Give the sponsor a budget of what you will spend on the car to show them that you are not expecting them to fund a holiday for you.
- * Request promotional material from the sponsor to give away during the 4WD Adventure.

MARKETING GUIDELINES

- * Be prepared to make personal appearances with your vehicle for your sponsor and to be available to talk to Apex, Rotary, Lions etc on behalf of your sponsor. The Variety office can help you with relevant facts & notes.
- * Arrange to have the car on display at shopping centres or at a sponsor's premises.
- * Make sure sponsors are mentioned whenever the opportunity arises.
- * Keep your sponsors informed about what's happening with the event and the progress of the car. Have regular meetings to discuss the progress. Pass on the information and newsletters you get from the Variety office.
- * Invite your sponsor to join you in the vehicle on the 4WD Adventure.
- * Invite your sponsor to the pub nights, or to other Variety events.
- * If you are a regional entry check with the Variety's Marketing Department who will give you relevant contacts and information for your local Newspapers/TV or Radio station.
- * After speaking with the above, contact the press personally and have a prepared statement to give them detailing name of event, dates, names of people in your team, vehicle being entered, and who has prepared the vehicle. Ask Variety for a list of grant recipients and other background information to include. Go to the extent of preparing a press release for them - journalists don't like writing. Any releases must be run past the Variety office - this will ensure correct and up to date information is included.
- * Try to involve the local media as part sponsors - other sponsors will then know they will get coverage.
- * Have photos taken of the car and team to give to your local media, again keep the Variety Marketing Department in the loop.
- * Have just one spokesperson - otherwise too many people contacting the press about the same team will have a negative effect.

PUBLICITY

The Variety office prepares and distributes press releases and media information. These are distributed to every metropolitan, suburban, and country media outlet and all media outlets on the 4WD Adventure route. This information will give overall details of the event. In addition, media outlets are directed to entrants in their local area when an inquiry is received for stories with local interest.

While great efforts are directed into the media campaign, nothing with the media is guaranteed. The success of the media campaign can depend on a number of external factors that are not under Variety's control.

SOCIAL MEDIA GUIDELINES FOR VARIETY EVENT PARTICIPANTS

1. RATIONALE

These guidelines are designed to provide guidance to Variety event participants when using social media to:

- Add content to personal social media pages regarding Variety events
- Contribute to a blog or website in relation to Variety events

Variety event participants are encouraged to communicate about their involvement in these events, however we strongly urge anyone who participates in online commentary to understand and to follow these simple but important guidelines. The overall goal of these guidelines is to ensure any participation in these activities is conducted in a respectful, relevant way that protects the brand and reputation of Variety WA and does not jeopardise its future fundraising activities.

2. SCOPE

The following guidelines relate to involvement with social media platforms, including but not limited to Facebook, Instagram, Twitter, Linked In, You Tube, and online blogs.

3. INSTRUCTION

When using social media platforms in relation to Variety events, you should consider the following:

1. Be aware of Variety's Vision, Mission, and Values and ensure any social media interactions are consistent with these values.
2. Be transparent. If you are writing about Variety, use your real name, identify any official involvement with Variety, and be clear about your role, where relevant.
3. Never participate in social media when the topic being discussed may be considered a crisis or accident situation. Even anonymous comments may be traced back to your or your IP address.

Refer any social media activity around crisis topics to the Event Coordinator or Event Chairperson immediately.

4. Be responsible for what you write and be authentic. Never represent yourself or Variety in a false or misleading way. All statements must be true and not misleading and all claims must be able to be substantiated.
5. Exercise good judgment and post only meaningful and respectful comments. Avoid spam and do not make remarks that may be deemed offensive.
6. Use common sense and common courtesy. Publish or report on only those issues and conversations that are relevant to you and always respect the privacy of others.
7. Consider your audience. Remember that your readers can come from anywhere, and may include current or future customers or stakeholders of Variety WA.
8. When disagreeing with others' opinions, keep it appropriate and polite. If you find yourself in a situation online that looks as if it's becoming antagonistic, attempt to disengage from the dialogue in a polite manner.
9. Be smart about protecting yourself and Variety. Remember what you publish is widely accessible and will be around for a long time, so consider the content carefully.

NOTE: Mainstream media inquiries must continue to be referred to Variety's Marketing Department.

SECTION 4 - GENERAL (PART 1)

NORMAL 4WD ADVENTURE DAY

While the 4WD Adventure is in part a holiday, there's no sleeping in late as the start will generally be at 8.00 am. A full breakfast will be served between 6.00 am to 7.30 am. Ensure you know where the start is located (it will help).

The AM & PM sections of the day are usually divided by a lunch, usually located at a venue that can accommodate all the vehicles. Both AM & PM routes may incorporate 'fun stops' which shouldn't be missed. Each vehicle will be checked through at checkpoints as you leave in the morning, as you arrive and leave lunch and as you arrive in town each night. You **must** report to these checkpoints at each of these times unless otherwise instructed.

The evening's festivities include a hearty meal at a local venue, which may again be a station, hall, pub or sportsground. In some instances, there'll be some form of entertainment, either arranged by the locals or provided by the Officials or entrants. In most instances, the evening meal will start at 7.00 pm.

Entrants' briefings normally take place during breakfast and after the evening meal each day. **At least one representative from each car must attend.**

ROUTE INSTRUCTIONS

You'll receive route instructions for both the AM (morning) and the PM (afternoon) stages of the 4WD each day (occasionally the AM & PM are combined). You will be given these at the am and pm Check Out and you should follow them carefully. DO NOT BLITHELY FOLLOW THE CAR IN FRONT - THEY MAY BE LOST! Do not deliberately deviate from the 4WD route.

The basic instructions are as follows:

C - CAUTION	CC - EXTRA CAUTION	CCC - EXTREME CAUTION
TL - TURN LEFT	TR - TURN RIGHT	SO - STRAIGHT ON
LF - LEFT FORK	RF - RIGHT FORK	GATE
GR - GRID	THL - TURN HARD LEFT	THR - TURN HARD RIGHT
VL – VEAR LEFT	VR – VEAR RIGHT	XOB – CROSS OVER BRIGE
KL – KEEP LEFT	KR – KEEP RIGHT	STOP

ROUTE MARKERS

The Officials car may lay out a number of Route Markers during each day. They're generally used to denote the correct direction to turn (in the case of indistinct signs or a detour required because of changes to road conditions between the last route survey and the 4WD Adventure). They may also denote a section of the track where caution is required (such as a washaway, a pothole, entry onto main roads, etc). There are four markers in use on the 4WD Adventure. They are:

1. An arrow - This sign will indicate the direction to follow.
2. A 'C' - This sign indicates *caution* is required – go slow.
3. A 'CC' - This sign indicates *extra caution* – go slow, 5-10 km.
4. A 'CCC' - This sign indicates *extreme caution* - "stop", then proceed slowly.

STEPS WHEN ARRIVING IN TOWN

These are the steps you should take when arriving in town:

- * Check In – advise if your car needs repairs
Ascertain where mobile workshop is located and where evening meal venue is
- * Find your accommodation/set up camp
- * Fuel up the vehicle
- * Go to dinner.

If you follow these steps in that order, you will be prepared to leave in the morning without great trauma.

SECTION 4 - GENERAL (Part 2)

OFFICIALS

The Officials are primarily focused on ensuring everyone gets to the finish safely while having a good time. The number of Officials is selected to ensure the safety of all entrants. Officials supply their own vehicles, cheerfully working long hours and missing most of the fun.

The basis of our 'Safety System' is the tracking of entrants from start to finish during each day. As the outback of Australia can still be a potentially dangerous environment, it is important that all entrants are accounted for. Any entrants not accounted for at checkpoints along the way will be notified to our Officials. We would appreciate it if everyone would help the officials with their objectives by following their directions.

MEDICAL OFFICERS

VWA endeavours to recruit a medical practitioner to accompany the 4WD Adventure. The medical practitioner is there to assist on the 4WD Adventure, carrying a limited range of equipment, drugs and resources, therefore neither VWA nor the medical practitioner will be responsible for any problem that arise due to any treatment or lack of available treatment for any participant.

It is important that you complete the medical form provided to you at time of registration. You must include details of any condition that has the potential to affect you on the 4WD Adventure and any medications you are taking.

The information is held in strictest confidence and only access in case of an emergency. Original and copies (copies are held if for some reason the medical practitioner is not available) are held by:

Original VWA

A sealed copy – the medical practitioner

A sealed copy – the event coordinator

MOBILE WORKSHOPS

The Committee, in its sole discretion, will invite or accept 4WD vehicle or vehicles deemed fit, as authorised Mobile Workshop vehicles to assist the 4WD Adventure. These authorised Mobile Workshop crews provide their own vehicles.

All authorised Mobile Workshop vehicles should have a minimum crew of two (2) people and a maximum crew of four (4). Authorisation must be obtained from the Event Coordinator or Event Chairperson should more than four (4) people wish to travel in any authorised support vehicle.

All authorised Mobile Workshops reports directly to the Event Coordinator or Event Chairperson.

The mobile workshops play a vital part in the 4WD Adventure. They are there to assist you in the event of a breakdown. If necessary they can tow you to the nearest place of repair or sanctuary.

If you need a Mobile Workshop at any time, then please note the following:

1. Do not radio for minor assistance. Wait for a Mobile Workshop crew to get to you. If you are needing urgent assistance radio to closest official who will direct the closed Mobile Workshop crew to you.
2. If possible, try to move your car away from the 4WD traffic to allow others to pass safely, particularly on dusty roads where visibility may be poor.
3. If your car cannot be repaired on site and is easily towable, the Mobile Workshop will tow you into the next place of repair. (FROM HERE IT'S YOUR RESPONSIBILITY TO SORT OUT YOUR DIFFICULTIES UNLESS SPECIAL ARRANGEMENTS ARE AGAIN MADE WITH THE WORKSHOP CREW)
4. When crew arrive to the evening check in point advise that you require workshop assistance for when they arrive or advise you are going into town to source own repairs.

You may have a fair wait for a Mobile Workshop sometimes, as they tend to lag towards the back of the field due to the time taken to repair cars, so get out the necessary parts before they arrive.

ACCOMMODATION

The Event Coordinator will arrange and book all accommodation for the trip. Camping is included in the entry fees. There will be some accommodation options that is chosen will then be invoiced to the participant after the event. A list of accommodation and camping options will be sent to you in your welcome pack. Accommodation is allocated on a first come first served basis. There may be some instances where everyone will have to camp.

DO NOT LEAVE HOME WITHOUT CONFIRMING YOUR ACCOMMODATION TO CONFIRM WHETHER A SWAG, OR TENT & SLEEPING BAG IS REQUIRED.

MEALS

All 4WDers will receive three (3) meals a day and be required to pay for their meals in advance. This is incorporated in the Event Participation Fee.

MERCHANDISE

All event participants will receive 4WD Adventure merchandise prior to the start line. The cost of your merchandise is included in your Event Participant fee. You may be required to order your merchandise when completing your registration forms.

AWARDS & TROPHIES

Are presented each year for the following:

Highest Fundraiser

Ian Diffen Trophy Outright Winner

Awards and additional awards are subject to change, you will be notified.

SECTION 5 –CODE OF CONDUCT/ CONDITIONS OF ENTRY /DESIGNATED DRIVER ACCORD

CODE OF CONDUCT

By signing the Indemnity & Disclaimer for (sample contained herein section 6), you agree and acknowledge:

Participants are representatives of Variety WA and should conduct themselves in an appropriate non offensive manner.

Parents/Guardian Consent

Participants must ensure that parent or guardian consent is obtained before picking up or cuddling children. Children must be accompanied by their parent/guardian when travelling in or on an Event vehicle.

Withdrawing Participants

Participants may not be permitted to continue to drive on the Event and maybe requested to leave the Event immediately and without warning if in breach of, but not limited to, the following conditions;

- Actions that compromise the safety of Event and or participants and or members of the general public
- Detection by the Police, Event Coordinator or Event Chairperson of driving while under the influence of drugs and or alcohol (in excess of the prescribed legal limit). The Event Chairperson and Officials reserve the right to use breath detection or drug testing equipment to test participant drivers at any time during the Event
- Detection by Police, Event Coordinator or Event Chairperson of excessive speed, (in accordance with the rules and regulations of the Road Safety Act) and or dangerous driving.
- Assault – physical or verbal; including sexual harassment, racial abuse and any conduct that humiliates or degrades fellow participants or any other person. Variety WA will not tolerate conduct of this nature , any incidents should be reported to the:
 - Event Coordinator or Event Chairperson, verbally and in writing
 - Police at the first opportunity, (solely at the discretion of the person reporting the charge)
- Variety WA Event participants are expected to display mutual respect and dignity towards their fellow participants, contractors, volunteers, any member and or staff of Variety WA
- Bringing the name of Variety WA and or Variety Australia into disrepute
- Drunkenness
- Offensive and or lewd behaviour

- Tampering or altering with;
 - Road signs
 - Event caution or directional signs
 - Other vehicles
- Other people's vehicles, property or possessions
- Vandalism
- Refusing to obey reasonable directions from the Event Chairperson or Officials

Any participant ejected from the Event may be automatically excluded from any future Variety WA motoring Events.

Variety WA will not be responsible for any costs incurred as a result of ejection from the Event.

Complaint resolution

'Complaint' is an expression of dissatisfaction or concern made by someone, about conduct, standard of service, actions or lack of action by Variety WA, our services or staff. If your complaint has not reached a satisfactory conclusion a formal complaint can be lodged under the official Complaints & Whistleblowing Policy (Policy Number FB2) for the matter to be further investigated. A copy of the Complaints and Whistleblowing Policy and accompanying forms is available on request from Variety WA.

Dispute resolution

A dispute involves a disagreement or argument between at least two people. Disputes will be dealt with in accordance with the Constitution. The Event Chairperson and the On Event Committee is formed to resolve disputes of any nature. The Event Chairperson and the Committee will hear evidence from all parties involved in the dispute and any witnesses in order to arrive at a decision. The On Event Committee is only formed in disputes of a serious nature. All other disputes are determined at the discretion of the Event Chairperson. The decision may be appealed at a later date. If a dispute arises as a result of a complaint being made, it is to be dealt with in accordance with the Constitution.

Rights to an appeal hearing after the Event

The Participant has the right to an appeal hearing after the completion of the Event via an impartial Tribunal hearing by Variety WA constituting board members of Variety Western Australia not attending the Event. The Tribunal will hear all grievances over the incident and then make a decision as to whether the person/s involved will be permitted to attend other and future Events. This clause does not affect the rights of the Event Chairperson or the On Event Committee to withdraw an entrant whilst on the Event.

Illicit Drugs

The use by a Participant of any illicit drugs will result in the person/s concerned being immediately withdrawn from the Event. Such persons may not be permitted to participate in any future Variety WA Events.

Additional conditions of Entry

Further conditions of entry may be drawn up by the Event Coordinator or

Event Chairperson and distributed in writing to all Event Participants wherever practicable, however during the period of the Event, the Event Coordinator or Event Chairperson may specify further conditions verbally where it is impractical to provide notice of the same in writing to the Participants.

Conditions of entry are subject to change without notice.

The decision of the Event Coordinator or Event Chairperson regarding any matter is final.

A breach of the Code of Conduct as defined in this document could damage the integrity of Variety WA and put at risk the future of the Event and the Charity.