

4-PLAYERS OF COLORADO  
STANDARD OPERATING RULES  
JANUARY 2020

### *Introduction*

These Standard Operating Rules must be either revised or resubmitted by an Officer of the Executive Committee prior to the date of expiration at the end of March of each year. If no revised Standard Operating Rules are submitted, the most current SOR's will remain in effect until an updated version is submitted and approved.

- All amendments and revisions must be submitted in writing to the Executive Committee for approval. The Officer shall post all amendments and revisions available at least one week before the effective date.

An Officer or his designee may temporarily supersede these Standard Operating Rules at any time, with justifiable cause.

### *Chain Of Command*

The chain of command dictates who is in charge at any run or event, and who may make operational decisions. The Executive Committee officers are directly responsible for all operational and safety matters. The following represents the operational command structure of the 4-Players of Colorado.

**Officer**  
**Run Leader**  
**Full Member**  
**Associate Member**  
**Guest**

## *Run Leaders*

A full member in good standing is eligible to lead runs for the club. As the Run Leader, they are acting as an official representative of the club and are expected to ensure that their events are conducted safely and in accordance with these SOR's and the club Bylaws. It is the Run Leader's responsibility to see that their events run as smoothly and without incident as possible. They should ensure that members and guests are being environmentally responsible and should promote brotherhood among event attendees.

The following represents the expectations of a Run Leader.

Prior to their event:

1. Gather and study trail maps
2. Obtain current trail conditions (Call Ranger, etc.)
3. Study the area, history, obstacles, points of interests and determine side trips
4. Talk to other past Run Leaders about the trail where applicable
5. Obtain the list of attendees and related contact information
6. Evaluate the expected weather for the day of the run

At the rally point:

1. Check-in attendees and guests
2. Take a rig count
3. Provide introductions
4. Make accommodations for attendees with special needs
5. Outline the path, stops, obstacles and the lunch spot with attendees
6. Discuss all obstacles and rig limitations of the trail

During a run:

1. Manage trail safety and rig assistance
2. Ensure that the first and the last rig have working radios
3. Manage breakdowns or emergencies; obtain consent from the owner prior to vehicle recovery
4. Ensure no one is ever left behind or alone

After their event:

1. Submit a run report and photos

Run Leaders often commit to dates well in advance, but fair-weather weekends can be difficult to plan around. Sometimes Run Leaders have to back-out of their run commitments at the last minute for personal reasons. It is the Run Leader's responsibility to find an alternative trail or leader and efforts should be made to avoid cancelling events. The Run Leader should consult with the Run Master to seek postponement of their event or trade dates with another Run Leader.

Run Leaders are required to report operational and administrative issues and concerns to the officers as they arise.

Should a Run Leader be unable or unwilling to fulfill these duties or at the discretion of an officer, they may be relieved of their position.

### *Run Master*

An associate or full member in good standing may be appointed to the Run Master administrative position at the discretion of the officers, should the need for one be determined. The appointment must be ratified by the general membership for a term expiring at the end of the current year. If no Run Master is appointed, the duties must be fulfilled by the officers.

The Run Master reports to the club officers, though the role is ultimately in service to the club. They are expected to work with the club officers and members in a constructive manner and encourage healthy discussion. They will report operational, administrative, and logistical issues and concerns to the officers as they arise.

Because the 4-Players of Colorado is a four-wheeling group for those wanting to go off-roading, it is expected to carry out as many runs as the weather and availability of Run Leaders will allow. A 'run' is defined as an event where the club members can drive or ride off-road. Other events, such as camping trips, membership training/clinics, and social outings, are also encouraged and should be marketed as such. It's ultimately up to the membership to decide which runs, which camping trips, and which events are going to happen for the year. Through organized communication and coordination, the Run Master will ensure that the runs decided upon actually happen.

The Run Master should check in with Run Leaders several weeks to one month prior to the scheduled event, confirming their availability, the date, rally location, time of the event, and that the website event details are up-to-date. The event details should be clearly outlined, but should the details not be available, it is the Run Master's responsibility to relay that as such to the membership.

The Run Master is expected to manage run events in the website calendar:

- Create events at least a month in advance
- Update events as new information is made available
- Delete events when they are cancelled
- Avoid messages, notices, and event descriptions that are incorrect, incomplete, outdated, or vague

They should make announcements for upcoming events on the Facebook Group at least a week in advance and should include a link to the website event.

If unable to meet these expectations, it is the Run Master's responsibility to ask for assistance from the club officers, Run Leaders, and/or assistants. Should a Run Master be unable or unwilling to fulfill these duties, they may be relieved of their position.

### *Event Attendees*

Whether a club member or a guest, all event attendees must adhere to these SOR's and the club Bylaws.

The following represents the expectations of an event attendee.

Prior to an event:

1. Ensure their rig is properly maintained
2. Ensure their insurance is current
3. Read the manual; know their rig's features
4. Plan for emergencies by having an emergency or repair kit and carry food, water, spare warm clothing, and a radio for communication
5. Study the trail ahead of time
6. Update their RSVP; if they no longer plan to attend, make sure nobody is expecting them

At the rally point:

1. Be on time; notify the Run Leader if they are running late
2. Discuss their comfort level and known rig limitations
3. Make any needed special accommodations known to the Run Leader

During an event:

1. Participate in a safe manner; they are ultimately responsible for the safety of themselves and their vehicle
2. Notify the Run Leader of safety concerns
3. Ask for help; don't put themselves, their fellow attendees, or their rig in danger
4. Be helpful; assist with obstacles, breakdowns, and emergencies
5. Follow the leader: stay a close but safe distance from the rig in front of you
6. Monitor the rig behind them; slow down or stop if followers fall out of their view and stop at intersections to ensure followers make the turn
7. Be considerate of the skill levels of other attendees
8. Be environmentally responsible
9. Stay on the trail; irresponsible four-wheeling will not be tolerated
10. Be a club advocate
11. Defer to the Run Leader; they are in charge of the event

After the event:

1. Submit photos and constructive feedback

### *Emergencies*

The purpose of this SOR is to outline the procedures for reporting injuries or accidents requiring medical care for an event attendee and assumes the situation has been made safe, any casualties have been taken care of, and appropriate First Aid has been administered.

If any attendee has required hospital treatment as a result of an accident, contact an officer immediately.

The event Run Leader or host must report all accidents/incidents within 24 hours to the Executive Committee using the Run Report form, irrespective of any prior telephone calls. Complete all sections as fully and as accurately as possible.

If there is any doubt about what constitutes a reportable accident/incident, promptly contact an officer, who will be able to advise you.