



ESCARPEDIA

The A - Z of esCarpade

esCarpade is the culmination of year-round fundraising by dedicated and hard-working esCarpadians. Each October up to 80 comical cars will cover thousands of kilometres in a 7-day outback motoring adventure, to help spread laughter and awareness to school children and local communities. Helping Camp Quality extend their reach far beyond their means to create a better life for every child living with Cancer in Australia.

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ACCOMMODATION

All teams are responsible for arranging and paying for their own accommodation. Please remember, accommodation can sometimes be a little hard to come by especially when visiting the more regional locations, so it's a good idea to plan and book as soon as possible, and we do encourage you to buddy up and look at twin accommodation.

Camp Quality will produce an accommodation guide available to you when you register, this lists suggested options in each of the towns we pass through. This will also list the dinner venue if you would like to arrange your accommodation to be close by.

AGE RANGE:

esCarpade is a strictly over 18, adult only event. Under no circumstances are children under the age of 18 allowed in the vehicle on route during esCarpade.

ALCOHOL

The responsible consumption of alcohol is encouraged. The driver and navigator of an esCarpade vehicle must remain under .02 at all times during their driving/navigating stint.

No drinking at any time outside of the vehicle in public areas such as parks, ovals and sporting grounds, unless it is in relation to an official social event and approved by management.

Under no circumstances should an entrant or official consume alcohol prior to entering school premises. All drivers will be breathalysed in the morning prior to check out. A random sample of navigators will also be breath tested. Those who return a result of less than .02 will be issued with a wristband. This must be presented at check out.

If a driver/navigator blows between .02 and .049 they will not be able to drive/navigate during the morning, and may result in a warning. If they produce a zero reading at lunch they can drive/navigate in the afternoon.

If a driver or navigator blows over .05, they will not be able to drive/navigate at any stage during the day this may result in dismissal from the event.

All passengers in the back seat must remain below 0.05 for the duration of the day in case of an emergency.

BANKING

Never at any time must the name of "esCarpade, Camp Quality", "Camp Quality esCarpade", "esCarpadians" or anything similar appear on a Bank Account controlled by an entrant. Entrants should not use their own bank accounts, nor operate bank accounts for funds raised - all funds raised should be managed through your online Everyday Hero fundraising page, or forward directly to Camp Quality esCarpade for receipting.

BIBLE

Each entrant receives their event Bible the day before esCarpade. It contains information on everything from emergencies, school visits, itinerary, EVERYTHING! Route notes will not be included in your bible upon collection - these will be handed out each day at breakfast after the Driver passes the breath test.

CAR REQUIREMENTS

All entrant vehicles must be at least 20 years old (pre-1997);

All official cars must be a minimum of AWD

All vehicle's must pass the scrutineering checklist

Further details regarding car requirements can be found in our rules and regulations document located at the end of this document.

CHECK IN - CHECK OUT

ALL esCarpade vehicles must have a 1-4-digit Vehicle Event Number (VEN) for check in and check out purposes. The VEN must be displayed on the front windscreen (top left) and the back screen (top right) and on each front door panel - just under the windows. Vehicles can still have a name/theme, but for checking in and checking out at breakfast, lunch and at the end of the day, the radio call must include the 1-4 digit VEN only.

CODE OF CONDUCT

Participants are required to abide by the Camp Quality Code of Conduct and treat all entrants, officials, staff and members of the public with dignity, trust and respect. By completing the online registration form, you have agreed to have read and follow this Code of Conduct.

COMMITTEE

We have an advisory committee of wonderfully patient and understanding members of esCarpade. Each one of them brings their own knowledge, skills, laughter and something unique to the table. They are the liaison between entrants and Camp Quality for all your esCarpade needs. These Committee Members are spread out across the locations of our entrants, and a specific member would be allocated within your region. In 2017 our committee members are:

Name	Location	Car	Email	Mobile
Gordon Trigg	NCLE	MW1	gordon.trigg@yahoo.com.au	0410 652 130
David Marko	SYD	Buzz Like You	david.marko@siteminder.com	0417 412 725
Debbie Knowles	SQLD	Lego Mobile	donkdeb699@bigpond.com	0402 481 699
Frank Westwood	NCLE	45 Supercar	frankwestwood4@gmail.com	0417 664 960
Graeme McMahon	VIC	88 - Fun Patrol	btcgee@bigpond.net.au	0427 001 880
Grant Cox	SYD	Courageous Corey	gccustomdesign@icloud.com	0404 001 213
Julie Touzell	ILLA	The Witches	ponygirl60au@hotmail.com	0424 955 694
Marcus Hughes	ACT	Mario & Luigi	marcus.hughes@hpe.com	0415 263 935
Warwick Richardson	SYD	Avengers	warden000@bigpond.com	0418 978 555

COMMUNICATION

We will do our utmost very best to communicate with you as often as we can. We will do this through our monthly e-newsletters, email, SMS, phone & social media. If you are not receiving any communication from any of these methods, please contact the events team on 02 9876 0500 or esCarpade@campquality.org.au and we will check we have all your details correct.

CONTACTS

Fundraising:

For fundraising enquiries, please contact your local Camp Quality Fundraising Coordinator:

Sydney	Monika Kodrun	02 9876 0523	monika.kodrun@campquality.org.au
Illawarra	Sonia Cameron	02 4256 0127	sonia.cameron@campquality.org.au
ACT	Rebecca Spradau	02 6287 3545	Rebecca.Spradau@campquality.org.au
Newcastle	Shari Nicol	02 4947 3041	Shari.Nichol@campquality.org.au
Northern NSW	Melissa Bell	02 9146 1305	Melissa.Bell@campquality.org.au
VIC	Jo McKeown	03 9329 8660	Jo.McKeown@campquality.org.au
QLD	Jake Sullivan	07 3216 0299	Jake.Sullivan@campquality.org.au

Event Management:

For event management related enquiries below are the key contacts:

Course Director	Ben Mildren	0401 589 630	ben@mildrencorporateandevents.com.au
Event Management	Susan Fleming	02 9876 0520	susan.fleming@campquality.org.au
Event Coordinator	Jess Chippendale	02 9876 0540	Jessica.chippendale@campquality.org.au

DOOR PANELS

Entrants will be provided with 2 x esCarpade Logo Door Panel Stickers (280mm x 475mm), which must be displayed on the vehicle. This is to uniform and identify all cars connected to esCarpade. These panels will be provided to all entrants within their welcome pack once they complete their online registration.

EMERGENCY CONTACTS

In the event of an emergency we may need to contact your next of kin. After completing the Registration Form have a chat with your NOK about any medical issues, medication details, doctors name and anything else relevant so they can help answer any questions should we need to contact them. Please note this person cannot be anyone that is also attending the event.

EMERGENCY PROCEDURES

Camp Quality is constantly reviewing all safety and emergency procedures. After Scrutineering and before the opening night dinner a brief is held for the entrants which covers all safety aspects and response procedures. This information is also contained within the event Bible. At the briefing, there is an opportunity to ask any questions however if you have any concerns leading up to the event please contact the Event Manager to talk them through.

ENTRIES

Details of the Participation/Entry requirements to enter Camp Quality esCarpade are detailed within the rules and regulations - located at the end of this manual.

As part of your registration you will receive the following:

- Meals on the event from breakfast on Day One right through to the final day of the event (excluding breakfast & lunch on the lay day)
- One branded shirt (additional shirts can be purchased)
- One branded hat (additional caps can be purchased)
- One Name Badge
- 2 x esCarpade Logo Door Panel Stickers - 280mm x 475mm
- 2 x Proudly supporting Camp Quality car decal stickers - 25cm diameter

ESCARPADIANS

A fantastic pun to suit the fantastic entrants

An esCarpadian is an entrant, an amazing fundraiser that believes wholeheartedly in the support that Camp Quality provides children living with cancer and their families.

This outback motoring adventure attracts people of all ages, from all locations, and the one thing they all have in common, is a big heart. We have some loyal veterans who have been part of this adventure for over 20 years... but we all love a newbie.

EXPERIENCE ESCARPADE

This is an important preparation exercise for new and existing entrants. It's a chance to familiarise yourself with the route note system, discuss essential safety and mechanical aspects of your vehicle, and meet experienced entrants and staff. For our more experienced esCarpadians, it provides the opportunity to give your car a run, take loyal sponsors for a very real experience of the event, and meet the new folks. We have a great A-to-B course with a food and beverage destination at the end. This experiences will only take place with 8+ cars in each location there is a Camp Quality local office.

FIREARMS, FIREWORKS, FLARES

Participants are prohibited from carrying firearms on esCarpade. Fireworks are a hazard to the environment and human safety and are banned from esCarpade. Licensed fireworks display organised or approved by Camp Quality are the only exception. Flares are for emergency use only.

FUN STOPS

Stop, Revive, Have FUN!

It's our way of reminding you what we are here for.... FUN!! A Fun Stop is held between most meal stops and is also time for you to get out of your vehicle stretch your legs, do a couple of star jumps and maybe throw a coit, hit a golf ball, bob for apples or hit for six. Our fun stop practitioners are uniquely Camp Qualified! There may be some fundraising elements involved with this, however no fundraising on the event is compulsory!

FUNDRAISING

By registering for esCarpade, you agree to our Fundraising Terms and Conditions - these are outlined again at the end of this document. Your local community fundraiser is there to support you through all your fundraising efforts, we also have a heap of hints, tips & ideas within our fundraising tool kit, which is emailed out to you once you complete your online registration.

Each car will have an everyday hero online fundraising page created to accept and receipt all your donations and funds raised. This page can be shared with friends, family, sponsors and donors and is used by all members of the vehicle.

The minimum fundraising target for each car is \$5,000. Any offline donations banked through Camp Quality will be updated on Everyday Hero supporter pages every Thursday.

All fundraising monies received by 3pm on Saturday 21st October 2017 will be included in the final announcement on closing night at esCarpade 2017. Any money received after this date will be added to your tally post event, all monies for 2017 must be receipted by 31st December 2017, or will be receipted to the following year's fundraising totals.

INSURANCE

As part of our Risk Assessment and Safety Requirements for esCarpade in addition to Compulsory Third Party Insurance (CTP), all esCarpade vehicles must be covered by either Third Party Property Damage OR Comprehensive Vehicle Insurance. The insurance policy must be valid for any vehicle to be able to participate in ANY Camp Quality organised event (Convoy, Experience esCarpade, pre-scrutineering, sanctioned fundraising events, school visits). Evidence of the policy must be presented to Camp Quality prior to participating in any of the above activities.

LAY DAY

In the middle of esCarpade a lay day is scheduled. A lay day is a full day off which means no travelling to another town, a sleep in, an opportunity to wash clothes and most importantly a visit to a mechanic! There is no organised breakfast or lunch for entrants, however dinner will be provided.

LUGGAGE TRUCK & STORAGE

For those of you who bring a truckload of gifts for the kids plus four pairs of shoes and the kitchen sink, don't worry the luggage truck is for you. They will transport your excess baggage from one town to the next for \$20 each suitcase or large box for the week. The luggage truck will be at breakfast each morning for you to drop off what you need, and at the check-in location each afternoon to pick up what you need.

MANAGEMENT

The promoter of the 2017 Camp Quality esCarpade is Camp Quality. Management of the Road component is by Mildren Events for and on behalf of Camp Quality. In the interest of safety, insurance and event management the request and directions of all people will be designated by Camp Quality. Please adhere to all rules and regulations and the officials implementing them.

MEAL MONEY

The organisers arrange for all meals on the event from breakfast on Day One right through to the final day of the event (excluding breakfast & lunch on the lay day). Everyone on the event from entrants to officials pay a fee to cover meal money. This fee of \$565 must be paid prior to the start of esCarpade, and will cover the cost of three meals per day during the event.

No refunds of the meal money will be given. If you are no longer able to attend the event and have paid the meal money fee this can be transferred into a tax-deductible donation.

MEDIA

Our PR team prepare media releases and media information which are then distributed to all media outlets on the event route. Reporters and journalists are directed to entrants in their local area when an enquiry is received for stories or photos with local interest. Entrants are free to approach their local media to promote their vehicles and sponsors and we will be happy to help you out with some background information, we also have DIY media kit to help you when approaching media. This will be emailed to you once you complete the online registration form.

Tips of the Trade:

- Use your local newspapers/TV or radio station, keep them up to date about your team entry
- Make it a matter of town pride that your entry is well sponsored and a well turned out vehicle
- Contact the press personally and have a prepared statement to give them (ie; name of event, dates, sponsors names, fellow team mate names, vehicle being entered) CQ can help you with this
- Get the local media on board as a sponsor (other sponsors then know they will get coverage)

- Have just one spokesperson - too many people contacting the press about the same team will have a negative effect
- Consider having a launch at the local shopping centre and inviting the media

OFFICIALS

We have a stack of amazing officials who volunteer their time on route and are there to ensure you have a safe, organised and fun esCarpade. There is always a combination of official vehicles, finance and safety, first aid, ambulances, mobile workshops and a sweep vehicle (he is one you don't really want to see), our sweep vehicle comes complete with car trailer to pick up any broken cars. Trust us when we say the only time you want to see our sweep vehicle is when you are sitting down to have dinner with them.

The entire event runs between two vehicles OV2 and OKA. OV2 is our event lead vehicle. They are tasked with checking the course before any entrant. In the morning on the way to Lunch, entrants must NOT PASS OV3. If you catch up to OV3 you must sit behind them through to lunch. At the back end of the field, NO vehicle should be behind OKA. OKA generally sits between 20 - 45 minutes behind the last vehicle. If OKA has checked out from Breakfast or Lunch, THE COURSE IS CLOSED AND MAY NOT BE DRIVEN. Vehicles that breach this rule will be relegated to the bitumen the following day. Repeat offenders may be removed from the event.

Break down procedures - MW/OKA

In the instance of a break down entrants are required to do the following:

1. Make sure the vehicle is in a safe place (completely off the road and not on a crest or bend)
2. ALL occupants must wear HiVis PPE vests (Driver, Nav & all passengers)
3. Navigator MUST establish where they are on the route notes and call their position to oncoming traffic using the handheld
4. Driver walks back towards oncoming traffic and places 2 x hazard triangles in plane view of oncoming traffic
5. Stand off the road and wait for MW

When MW arrives make sure you are accurate with your description of what happened. It may be that your vehicle can't be fixed. In this case the MW will either proceed OR connect the hard tow bar between your front tow ball and their rear tow ball. MW's are only required to transport you to the nearest town.

If the MW does proceed, MW1 and OKA will try to make a repair that will allow you to drive to town. If not, you will be put on the trailer behind OKA. If the OKA is already loaded, MW1 will tow you to the nearest/next town using the tow ball tow bar.

IF the OKA is already loaded and you do not have a tow ball fitted to the front of your vehicle, you will need to arrange your own recovery. In the event of no mobile phone reception, MW1 or OKA may let you access their satellite phone OR take you to the nearest town where you are to arrange your own recovery. You will still be required to check in with OV2 at the end of the day. This may mean calling them and letting them know which town you are staying in and what your plans are for re-joining the event.

Kindly note that MW's are NOT required to repair broken down vehicles. Their role is to get your vehicle to the nearest town ONLY. That may NOT be the next esCarpade town!

PACKING

When preparing to pack your bags for esCarpade ensure you include the following:

Jumper, jacket or coat (for the chilly days and nights)

Sunblock

Water bottle (must keep hydrated)

Waterproof jacket (for the rainy days)

Closed shoes

A hi vis vest

esCarpade shirts

Camera (and batteries)

A sense of humour

Outfits for the theme nights

As the event draws nearer stay tuned to the newsletter. If there is anything extra you need to pack Camp Quality will keep you posted!

PERSONAL PROTECTION EQUIPMENT (PPE)

Safety vests play an important role in keeping us safe on esCarpade. Promoting visibility, a safety vest can help minimize traffic hazards and help reduce accidents.

By wearing a safety vest when exiting your vehicle on the route, drivers that see you wearing a high visibility safety vests so can identify a dangerous area and slow their vehicles down so they can travel through an incident, breakdown and around pedestrians in a safe manner.

RADIO PROTOCOL

The two operational channels on esCarpade are UHF 20 and 21. Channel 20 is used for coordinating school visits while channel 21 is used on course. The radios are the most important on-road communication tool we have. They should be used when:

1. Overtaking
2. Being overtaken
3. You encounter oncoming traffic
4. You come across an unmarked caution (pothole, tree branch, stopped car etc)
5. You make a navigational error or are lost and are returning to the course
6. You need emergency response
7. You need mechanical assistance
8. Coordinating school visits and or check in and check out.

General chatter or non-event related communications **MUST** be avoided. You may be preventing an urgent message from being transmitted.

Radio checks will be conducted at each checkout (breakfast and lunch) to ensure you are on the air before you start that section. If you are unsure if your radio is transmitting feel free to conduct your own radio check at any time during the event by simply saying "This is Car ?? - radio check." To which anyone who hears you will respond with "Got you Car ?? ." Alternatively, all vehicles are required to have a hand held UHF. Conduct an in-car radio check yourself.

ROAD RULES

esCarpade is neither a speed event nor a race. It's a chance to drive on back roads through different parts of Australia. esCarpade is not exempt from normal road and traffic rules and infringements of speed limits and blood alcohol limits can be prosecuted by the Police. Participants who, by breaking the law or behaving in a dangerous manner, bring discredit to esCarpade and Camp Quality may be asked to withdraw and may not be invited to participate in future Camp Quality events.

Camp Quality recommends driving 10kms under the speed limit or a maximum of 80km on unsealed surfaces. Cars speed will be monitored based on the timings of check-in/out each day. If a car receives

more than one warning of speeding they will not receive any further route notes, and be required to drive the bitumen for the remainder of the event (or as per managements discretion).

ROUTE

The route is set using Shire and Council roads plus some roads on private property. Entrants are the guests of the property owners and local communities so some basic common sense rules apply. Please leave gates as you find them. If you cause any damage to a gate or fence you must report it as soon as possible to the Course Director so the damage can be repaired or compensation paid to the landowner. Similarly, any collision with stock must be reported to the Course Director or an Official. Please have a supply of litter bags in your car. Any rubbish from the car can be disposed of in a rubbish bin at the lunch or overnight stop. Local communities should not have to clean up after us. Don't be a "tosser"!

ROUTE INSTRUCTIONS

Route instructions will be handed out daily at breakfast, after the driver has passed the breath test. Route instructions must be collected, so teams can follow the defined route to lunch and then, in the afternoon, to the next overnight stop. There are checkpoints at the start, at lunch and at the overnight stop plus others along the route so that the progress of all cars in the event can be monitored and any strays can be rounded up should they become geographically misplaced. The route instructions will be published showing kilometres, total distance, intermediate distance and a basic instruction / description.

Below is an example of the Route notes but don't worry, you will be informed at the brief on how to read the notes. This explanation will be in-depth, it will not be brief.

Ins †	Street	Intersection	Nrst	Kms	Int	Tulips	Instruction	Landmark
20	DELANEY RD	BRIENS RD	GRIFFITH	28.44	2.01		SO	BRIENS RD»
21	DELANEY RD	DALTON RD	LEETON	31.00	2.56		SO	GIVE WAY OVER DALTONS RD INTO APOSTLES YARD RD
22	APOSTLES YARD RD	BRIDGE RD	LEETON	35.55	4.55		SO	«BRIDGE RD MOON RD»

RULES AND REGULATIONS

Camp Quality is committed to the safety of all esCarpade entrants and the general public. Please adhere to all rules and regulations and the officials implementing them. Details of these rules and regulations can be found at the end of this document.

SAFETY EQUIPMENT

All esCarpade vehicles must be fitted with the following safety equipment:

- Laminated Windscreens
- Seat Belts - these must be standard 3-point seat belts, racing harnesses are not permitted
- Fire Extinguisher
- Station wagons must be fitted with cargo barriers
- St John Medium Leisure Kit or equivalent
- Fixed 40-channel UHF radio and hand held radio
- Dust Lights
- Front (optional) and rear 50mm tow ball

The purpose for a front tow ball is to allow for your vehicle to be "hard-towed" to the nearest

town if required. The front tow ball is optional and must NOT protrude past the front of the vehicle. A Hayman Reese style system can be used on the front if desired. The Hayman Reese tube can also double as a front tow point by pushing the pin through the loop of a snatch strap.

- Snatch strap
- Sump guard and engine bash plate
- PPE - Vests and caution triangles

SCHOOL VISITS

We are lucky enough to travel with our Primary School Education Program, which answers difficult questions kids have about cancer. The organisers will schedule 2 school visits per week day where possible (except Lay Day). This is an opportunity for our cars to visit the schools and interact with the kids. This opportunity is offered pre-or post our puppet show (depending on timings for the day). We encourage you to dress up, bring gifts and have a water fight with the kids. Please note some schools will have restrictions around allergies and food, and we may be directed by the school to ensure any food gifts must not contain nuts or be sugary treats, and if lollies are allowed they must be individually wrapped. Therefore, we recommend you look at alternate gifts such as stationery supplies, stickers, gimmick and novelty products.

Due to the timings of our Primary School Education Program (Puppet Show), entrants may not have the time to stay to see the full show in action. The puppeteers we will do an introduction of esCarpadians to the school kids and conduct a song/chant to send us on our merry way. If you wish to stay and watch the full show, you will be required to drive the bitumen for that leg of the route until the next dining stop.

The organisers will allocate each car to a colour group, and then schedule these groups to certain school visits. The school visit is one of the highlights of esCarpade, so if you wish to attend more than your allocated spots, please advise the organisers on the day. Please note only registered participants are permitted to attend school visits and must have a Working with Children Check or the equivalent in your state.

SCHOOL SAFETY

Safety around schools is everyone's responsibility. Children are often unpredictable, smaller and harder for drivers to see. They cannot accurately judge speed, distance or the direction that sounds are coming from. Arrival and departure into school premises must be carried out in accordance to state guidelines and school zone speed limits, and requests made by our officials and the school's. When parked at a school, please ensure you turn off your ignition and remove the keys. Never allow a child to be unsupervised in the vehicle. Park only where parking is permitted, never park illegally in a driveway, on or near a school crossing, or in a bus bay. Due to some restrictions by the school we may not be able to have our lights and sirens - however this will be advised at the school group briefing each morning.

SCRUTINEERING

Scrutineering and Pre-Scrutineering is a chance for the event Mechanics and head scrutineers to check your vehicle adheres to the minimum mechanical requirements for the Camp Quality esCarpade.

Pre-scrutineering is where your vehicle is checked for mechanical soundness. Items like lights, ball joints, brakes, hoses, uni joints, bushes bearings etc are checked by our qualified scrutineers. These scrutineering days takes place in a mechanical workshop. In the months leading up to esCarpade a Pre-Scrutineering day will take place in VIC, ACT, NSW and QLD

Final Scrutineering is where all of the safety equipment is checked. Items like handheld radios, 1st aid kits, spare tyres, jacks and jacking plate, car numbers, maps or GPS, fuel containers, PPE and recover equipment.

ALL NEW VEHICLES must attend a pre-scrutineering. Any existing vehicle that doesn't attend pre-scrutineering runs the risk of not being able to start the event.

Vehicles that do not pass Final Scrutineering will not be handed a bible until they meet all requirements. Bear in mind that in some of the regional towns, Repco and Super Cheap etc, are only open until midday on Saturday. If you require parts and can't access them, you will be required to source and fit those parts before you can join the event, which may be Sunday after the event has departed.

A Scrutineering Checklist is available at the end of this booklet, and includes all you need to know to get your car prepared for our outback motoring adventure!

SOCIAL MEDIA

We encourage you to like our Camp Quality Facebook page www.facebook.com/CampQualityAU/ to keep up to date on how Camp Quality helps our families, and where the money raised from esCarpade goes. For more event, specific information, we suggest you join our esCarpade Facebook Group www.facebook.com/groups/esCarpade/ we will regularly post important information about the event that will also be communicated to you in emails and via your local offices and committee representative.

If used wisely, social media can be a powerful promotional tool! It can allow you to share the excitement and experience of esCarpade with your family, friends and followers. We've created a social media guidelines that will be sent out to you once your online registration is received, that has a few tips and recommendations for when you represent Camp Quality and esCarpade on social media channels.

If you are keen to keep your supporters, friends and family up to date with your fundraising events and progress with the car, then we highly recommend setting up a dedicated Facebook page! This will allow you to create events for your fundraising activities and invite guests. Further information on how to do this is also outlined in our social media guidelines.

SPONSORSHIP

Camp Quality encourages entrants to seek sponsorship for their car's. Selling surface areas of your car (with the exception of door panel space) to local or large businesses for branding rights is a great way to raise funds for your car. We understand this can seem like a daunting ask so we have put together some sponsorship templates and donation request letters which will be available for download once we receive your online registration.

SUPPORT VEHICLE

Any teams wishing to bring a support vehicle must apply in writing to Camp Quality outlining the reasons and role of the vehicle. If the request is accepted, the support vehicle will travel along the bitumen rather than travelling the route and will meet you at each meal stop. Each person travelling in the support vehicle will be required to complete a registration form and pay meal money. They will receive, door panels, a shirt, cap and bible (not including route notes), and must abide by Camp Quality's Code of Conduct, Indemnity and have a Working with Children Check, or equivalent in their location.

TAX DEDUCTABILITY

Monies donated to Camp Quality by individuals are generally tax deductible, provided they qualify as a donation. That is, the donor can prove that they have received no value in return for the donation.

VEHICLE REGISTRATION

All esCarpade vehicles must have current registration covering the period of esCarpade. All entrants must supply copies of their car registration and ensure that the registration expiry is valid through to the 1st November 2017.

For any cars that hold a Historic Vehicle Registration, a copy of their Historic Vehicle Declaration or a Safety Check report, along with their registration papers must be provided.

As part of our Risk Assessment and Safety Requirements for esCarpade in addition to Compulsory Third Party Insurance (CTP), all esCarpade vehicles must be covered by either Third Party Property Damage OR Comprehensive Vehicle Insurance.

WEBSITE

Our website is a great source of information for esCarpadians and their friends. Check it out escarpade.org.au

ADDENDUM

esCarpade Rules & Regulations

Camp Quality is committed to the safety of all esCarpade entrants and the general public. All entrants are to adhere to all rules and regulations and the officials implementing them.

Participation/Entry

To enter Camp Quality esCarpade the following requirements must be met:

Registration

- Complete the online registration form by 1st August (unless approved by Camp Quality)
- Agree to the code of conduct, indemnity and disclaimer
- Pay a meal money fee for each participant
- Successfully pass the relevant state/territory Working with Children/Police Check
- Be over the age of 18 years old, esCarpade is strictly an adult only event
- All participants who will be driving on esCarpade must hold a full and current valid driver's license. Provisional drivers who are over 18 are permitted to drive on the event; however, are not to exceed over 80km's on unsealed roads
- As part of your registration you will receive the following:
 - Meals on the event from breakfast on Day One right through to the final day of the event (excluding breakfast & lunch on the lay day)
 - One branded shirt (additional shirts can be purchased)
 - One branded hat (additional caps can be purchased)
 - One Name Badge
 - 2 x esCarpade Logo Door Panel Stickers - 280mm x 475mm
 - 2 x Proudly supporting Camp Quality car decal stickers - 25cm diameter

Vehicle

- All entrant vehicles must be at least 20 years old (pre-1997);
- All 'on course' official cars must be a minimum of AWD
- Your car must have a car number if you don't provide one upon registration, then one will be provided for you
- Vehicles must consist of no less than Two (2) people and no more than Four (4) people at any one time
- Vehicle registration must cover the period of esCarpade
- In addition to Compulsory Third Party Insurance (CTP), all esCarpade vehicles must be covered by either Third Party Property Damage OR Comprehensive Vehicle Insurance
- All esCarpade vehicles must be fitted with the following safety equipment:
 - Laminated Windscreens
 - Seat Belts – these must be standard 3-point seat belts, racing harnesses are not permitted
 - Fire Extinguisher
 - Station wagons must be fitted with cargo barriers
 - St John Medium Leisure Kit or equivalent
 - Fixed UHF radio and hand held radio
 - Dust Lights
 - Front (optional) and rear 50mm tow ball
 - 2 x Spare wheels with jack and jacking plate
 - Snatch strap
 - Sump guard and engine bash plate
 - PPE – Vests and caution triangles
- All vehicle's must pass the scrutineering checklist
- ALL NEW VEHICLES must attend a pre-scrutineering. Any existing vehicle that doesn't attend pre-scrutineering runs the risk of not being able to start the event. Vehicles that do not pass Final Scrutineering will not receive daily route notes and will be excluded from driving the course until their vehicle meets all mechanical and safety requirements.
- All vehicles must provide a certificate of road worthiness OR the esCarpade Safety E-Check, to be completed by a registered mechanic. The Safety E-Check form will be distributed to all registered drivers by Mildren Events prior to pre-scrutineering

Road

- Every vehicle is required to check out at breakfast, check in and out at lunch and then check in at the end of each day. It is assumed that a vehicle not checked in is lost and in need of assistance & emergency response procedures will commence
- ALL esCarpade vehicles must have a 1-4-digit Vehicle Event Number (VEN) for check in and check out purposes. The VEN must be displayed on the front windscreen (top left) and the back screen (top right) and

on each front door panel – just under the windows. Vehicles can still have a name/theme, but for checking in and checking out at breakfast, lunch and at the end of the day, the radio call must include the 1-4 digit VEN only.

- The entire event runs between two vehicles OV2 and OKA
 - OV2 is the event lead vehicle. They are tasked with checking the course before any entrant. OV3 conducts lunch check in and check out. They depart 45 minutes before the rest of the field. Entrants must NOT PASS OV3 in the morning section. If you catch up to OV3 you must sit behind them through to lunch.
 - At the back end of the field, NO vehicle should be behind OKA. OKA generally sits between 20 – 45 minutes behind the last vehicle. If OKA has checked out from Breakfast or Lunch, THE COURSE IS CLOSED AND MAY NOT BE DRIVEN.
 - Vehicles that breach this rule will be excluded from driving the route the following day and will be required to drive the bitumen. Repeat offenders may be removed from the event
- Camp Quality encourages the responsible consumption of alcohol
 - The driver and navigator of an esCarpade vehicle must remain under .02 always during their driving/navigating stint
 - No consumption of alcohol at any time outside of the vehicle in public areas such as parks, ovals and sporting grounds, unless it is in relation to an official social event and approved by management
 - Under no circumstances should an entrant or official consume alcohol prior to entering or on school premises
 - All drivers will be breathalysed in the morning prior to check out. A random sample of navigators will also be breath tested. Those who return a result of less than .02 will be issued with a wristband. This must be presented at check out.
 - If a driver/navigator blows between .02 and .049 they will not be able to drive/navigate during the morning. This may result in a warning. If that driver/navigator produces a zero reading at lunch they may drive/navigate in the afternoon.
 - If a driver or navigator blows over .05, they will not be able to drive/navigate at any stage during the day this may result in instant dismissal.
 - All passengers in the back seat must remain below 0.05 for the duration of the day in case of an emergency.
- Each day's route instructions will be handed out at breakfast, after the driver/and or co-driver has passed the breath test.
- Camp Quality recommends driving 10kms under the speed limit or a maximum of 80km on unsealed surfaces. Each vehicle's speed will be monitored based on the timings of check-in/out each day. If a car receives more than one warning of speeding they will not receive any further route notes, and be required to drive the bitumen for the remainder of the event (or as per managements discretion)
- High visibility vest must be worn on route whenever outside the vehicle or assisting in a breakdown or incident.
- An Event Briefing will be conducted before the welcome night dinner, usually at the same venue. This briefing is compulsory for all participants in esCarpade. You will need to have your name marked off when entering the briefing room. Failure to attend this briefing may result in exclusion from driving the route on Day 1, if a suitable briefing time cannot be scheduled before departure.
- Daily Briefings will be conducted just prior to departure at Breakfast and Lunch. These are compulsory for all drivers and navigators to attend and are the last opportunity for final changes and hazards to be communicated to the fleet.
- In the instance of a break down, our MW will be there to assist all cars. It may be that your vehicle can't be fixed. In this case the MW will either proceed OR connect the metal tow bar between your front tow ball and their rear tow ball. MW's are only required to transport you to the nearest town.
If the MW does proceed, MW1 and OKA will try to make a repair that will allow you to drive to town. If not, you will be put on the trailer behind OKA. If the OKA is already loaded, MW1 will tow you to the nearest/next town using the tow ball tow bar. IF the OKA is already loaded and you do not have a tow ball fitted to the front of your vehicle, you will need to arrange your own recovery. In the event of no mobile phone reception, MW1 or OKA may let you access their satellite phone OR take you to the nearest town with towing capabilities for you to arrange your own recover. You will still be required to check in with OV2 at the end of the day. This may mean calling them and letting them know which town you are staying in and what your plans are for re-joining the event. Kindly note that MW's are NOT required to repair broken down vehicles. Their role is to get your vehicle to the nearest town ONLY. That may NOT be the next esCarpade town!

Fundraising

- Agree and abide by Camp Quality's Fundraising Terms and Conditions
- Raise a minimum of \$5,000 per car entry
- All fundraising monies received by 3pm on Saturday 21st October 2017 will be included in the final announcement on closing night at esCarpade 2017. Any money received after this date will be added to your tally post event, all monies for 2017 must be receipted by 31st December 2017, or will be receipted to the following year's fundraising totals

- Any offline donations banked through Camp Quality will be updated on Everyday Hero supporter pages every Thursday
- We do not discourage fundraising throughout the event, however any fundraising conducted during the event must not be a compulsory component of an activity such as a fun stop conducted by an entrant

Marketing

- By registering to participate in Camp Quality esCarpade you agree to abide by the marketing and logo branding guidelines
- Any Camp Quality logos provided MUST NOT be adjusted in any way, including Gigggle being moved/rotated, or elements of the logo being shifted around.
- The logo should be kept in its original proportions no matter what the final size of the artwork – do not stretch or alter the logo so it will fit into the space you have.
- The 'Proudly Supporting Camp Quality' logo MUST be used when promoting your fundraising events or acknowledging where the money you raise via esCarpade goes.
- New character giggles are not to be developed. Any cars that currently have a gigggle character may use this the car only, character giggles are not to be used within any collateral or branding created for team fundraising events.
- ALL artwork featuring the Camp Quality and esCarpade logo must be approved by the Camp Quality marketing team prior to external promotion

Terms and Conditions

- Camp Quality esCarpade is limited to 80 entrant cars, and is based on a first come basis
- The esCarpade event will run from Saturday 21st October – Saturday 28th October 2017
- Registrations for participants close on 1st August (unless approved by Camp Quality)
- Acceptance of entries in esCarpade is at the absolute discretion of Camp Quality
- No fundraising money received will be refunded at any stage, regardless of the time of cancellation.
- Cancellation prior to 1st August will see a full refund of meal money paid.
- Cancellation between 1st August and 15th September will see a 50% refund of meal money
- Cancellation after 15th September will receive no refund of meal money
- Camp Quality reserves the right to expel any participant from the esCarpade event should they be seen to act in an unsafe, offensive or dangerous manner. Particular behaviours such as driving recklessly, causing injury or offense, deliberately avoiding or refusing a breath test, driving while under the influence of drugs or alcohol or failing to take instruction from Event Officials regarding safety and behaviours outlined in the Camp Quality Code of Conduct or the esCarpade rules and regulations will not be tolerated
- Any participant judged to be behaving in such a manner will be asked to leave the event immediately
- Any incidents will be dealt with by the Camp Quality esCarpade Event Manager and the Course Director and if circumstances dictate, the decision to dismiss an entrant will be made and communicated by the Event Manager and with the Course Director present wherever possible
- The promoter of the 2017 Camp Quality esCarpade is Camp Quality. Management of the Road component is by Mildren Events for and on behalf of Camp Quality. In the interest of safety, insurance and event management the request and directions of all people will be designated by Camp Quality. Entrants are required to adhere to all rules and regulations and the officials implementing them
- esCarpade is neither a speed event nor a race. It's a chance to drive on back roads through different parts of Australia. esCarpade is not exempt from normal road and traffic rules and infringements of speed limits and blood alcohol limits can be prosecuted by the Police. Participants who, by breaking the law or behaving in a dangerous manner, bring discredit to esCarpade and Camp Quality may be asked to withdraw and may not be invited to participate in future Camp Quality events.
- Participants are prohibited from carrying firearms on esCarpade. Fireworks are a hazard to the environment and human safety, and are banned from esCarpade. Licensed firework displays organised or approved by Camp Quality are the only exception. Flares are for emergency use only.
- All participants must behave in a lawful manner complying with all state, territory and Australian road laws (This includes speed limits, passing other vehicles, using indicators, wearing seat belts etc.)
- Participants are required to abide by the Camp Quality Code of Conduct and treat all entrants, officials, staff and members of the public with dignity, trust and respect.
- Participants are required to refrain from smoking and consuming alcohol in the presence of children and whilst wearing Camp Quality merchandise. Camp Quality has a zero-tolerance policy regarding the use of illicit or illegal drugs
- All participants must follow and abide by Camp Quality's branding guidelines
- Some schools will also have restrictions around allergies and food restrictions, and may be asked to ensure any food gifts must not contain nuts. Therefore, during school's visits, we may be directed by the school to abide by this when providing gifts to children at all schools.
- The esCarpade event is a fundraising event for Camp Quality. Any participant who does not raise the minimum \$5,000 amount may not participate in esCarpade.
- Any person who does not pay their meal money may NOT attend any of organized meals during the event.

esCarpade 2017 Scrutineering Checklist

This checklist forms the basis for minimum mechanical and safety requirements for Camp Quality esCarpade. **Each vehicle will be required to attend scrutineering on Saturday 21 October at Port Macquarie – any time between 10.00am and 3.00pm. New entrants are required to attend pre-scrutineering.** Existing entrants who do not attend a pre-scrutineering will be required to arrive at final scrutineering between 10.00am and 11.30am. Arriving later than this MAY affect you starting the event the following day. A reminder that all active Scrutineering Checklists remain with Camp Quality at all times. **Only after your Checklist is signed and dated by Dennis or Gordon Trigg and once all paperwork has been received by Camp Quality staff, will you receive your event Bible.**

Pre-scrutineering dates: VIC – 6 August, QLD – 13 August; NSW 20 August; ACT – 27 August

Pre- Scrutineering Requirements

- 40 or 80 Channel UHF Radio (with minimum 5 Watts TX output) wired to vehicle battery and external aerial
- Dry chemical fire extinguisher (minimum 1kg) securely fitted so it is **accessible by both driver and co-driver** while in their seat.
- Engine and gearbox protection (3mm braced steel or 4mm aluminium minimum) fitted using substantial bolts or self-locking nuts – **the use of tec screws is not permitted**
- Dust lights, minimum requirements are rear facing (clear) light (no lower than rear windscreen height) and amber flashing light mounted on the turret or roof rack. Flashing light must be visible from both front and back. Two lights may be required if the roof is packed with spares. Dust lights must **NOT** be below rear windscreen height i.e. on the rear bumper bar.
- Any Roof racks must be securely mounted to the turret and properly braced.**
- Front and rear mounted tow bar and ball (50mm). For legal reasons the front tow bar **must** be removable (either Haymen Reese or Bayonet style or bolt on gooseneck) if the assembly protrudes past the front bumper or bull bar.
- Fixed towing eye must be fitted to the front and rear for quick recovery.
- Battery Retainer
- Mud guards behind the drive wheels – with at least 10 cm of ground clearance
- Laminated windscreen
- Seat belts fitted for all occupants

Final Scrutineering Check Items

- 40 or 80 Channel HANDHELD UHF Radio (with minimum 1 Watt TX output)
- No loose cabin items; Cargo barriers for station wagons
- Snatch-em strap (avoid ropes - wire ropes are NOT permitted). **Must be easily accessible at all times.**
- Reflective triangles or cones (for break downs)
- St John Medium Leisure Kit OR (Alcowipes, Antiseptic Wipes, Burnaid Gel, Cold Pack, Combine Pad, 1 x lge, 1 x med, 1 x sm Crepe Bandage, Emergency First Aid, Emergency Shock Blanket, Eye Pad, Tweezers, Non-Adherent, Micropore 25mm, Notepad, Patient Face Shield, Band-aids, Safety Pins, 2 x Saline Solution, Scissors, 5 x Splinter Probes, 2 x Triangular Bandage.)
- Two spare tyres with suitable jack and wheel brace.
- Jack plate** - 20cm² wood or metal is acceptable.
- Hi Vis vests for **all** occupants (must be worn whenever outside the vehicle en-route)
- 20-litre fuel container
- Australian Road Atlas OR GPS navigation device.
- Vehicle Event Number (VEN) clearly displayed on **front passenger** and **rear driver's** windscreens (100mm high). A space (**280mm x 475mm**) must be left on each door for door panels. Door panels must display 200mm high car numbers.
- All items outlined on the reverse side of this document as discovered during the pre-scrutineering check
- esCarpade 2017 Door Panels 280mm x 475mm (issued by CQ)

Paperwork

<input type="checkbox"/> Vehicle Registration (Copy)	<input type="checkbox"/> ALL Driver licences (Sighted)
<input type="checkbox"/> Current pink slip or E-Safety Check – with road test (Copy)	<input type="checkbox"/> Indemnity Forms & Code of Conduct (Signed)
<input type="checkbox"/> Vehicle Insurance – not CTP (Copy)	<input type="checkbox"/> ALL Meal Money (Paid)

Camp Quality Fundraising Terms & Conditions

1. This agreement acknowledges the co-ordination of an event/activity to raise funds for the benefit of Camp Quality.
2. "Fundraiser" means the individual, group or organisation holding the activity or event in conjunction with or for Camp Quality.
3. Once the Fundraiser agrees to the terms in this agreement then they should sign and return it to Camp Quality. Camp Quality will then send a Sanction Letter, which confirms and authorises the activity/event. You are then able to start fundraising.
4. Fundraisers are not authorised to use Camp Quality as its beneficiary charity until they have received the Sanction Letter, as this safeguards everyone involved.
5. You may fundraise during the approved dates only, and only for the approved event or activity indicated in your Letter of Authority. If you wish to extend, or change any aspect of, your fundraising event or activity you will need to seek additional approval from Camp Quality.
6. The activity/event is the responsibility of the Fundraiser and due to limited resources, Camp Quality are unable to assist in soliciting prizes, organising publicity, or providing goods and services unless agreed to in writing with the Fundraiser.
7. If you are soliciting In Kind goods, asking for free or discounted good and/or services for your sanctioned fundraising event these items should be used for the event/activity intended. If items are not utilised for the event/activity, the item should be donated to Camp Quality.
8. Camp Quality engages external fundraising agencies to undertake face-to-face fundraising, which can include door-to-door solicitation. However, Camp Quality does not allow individual community fundraisers sanctioned on behalf of Camp Quality to raise funds through telemarketing or door-to-door solicitation. Both forms of fundraising have strict legislation requirements, are managed nationally by Camp Quality and are not allowed to be undertaken by individuals unless special authorisation is given by Camp Quality.
9. Camp Quality only gives permission for collection tins to be used at events that are managed by Camp Quality staff or under the authority of Camp Quality's discretion.
10. If the Fundraiser wishes to use the Camp Quality logo and or name on any printed materials such as but not limited to; flyers, posters, invites, then an example of the material should be sent to Camp Quality for approval before use.
11. At Camp Quality, we respect the privacy of our children and families. We will look at any requests to involve children and/or their families on an individual basis.
12. It is essential that Fundraisers contact Camp Quality to gain approval before they contact or approach any public personality or celebrity so that we can maximise the opportunity via the Camp Quality network.
13. If the Fundraiser would like a representative of Camp Quality to attend the activity/event, they should notify Camp Quality as early as possible to enable a representative to be available. Please note; not all requests will be able to be met as staff availability is limited.
14. Fundraisers must be aware of their responsibilities under the Charitable Fundraising Act (or equivalent) in their state. Please contact your local Camp Quality office for more details.
15. All monies collected must be witnessed and signed off by a minimum of two people and accurately recorded (by the Fundraiser as outlined by the Charitable Fundraising Act (or equivalent) in your state. This documentation of income and expenses (associated with the fundraising event) must then be presented to Camp Quality. On the completion of the fundraiser Camp Quality will issue a receipt in the name of the activity/event.
16. The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed 40% of gross proceeds or a lower percentage as required by law and they must keep a record of income and expenditure
17. Camp Quality is committed to safeguarding the welfare of children and young people. If children are present during the activity/event, the Fundraiser must ensure the safety of child/ren by adequately supervising them and ensuring that there are always two adults present (unless the child's parent/guardian is present). If the Fundraiser is concerned about the safety and welfare of a child, they should contact 1800 CQ SAFE (1800 277 233).
18. Camp Quality is registered under the Charitable Fundraising Act. Individual receipts for tax deductions for attendee/supporters of the activity/event will only be issued by Camp Quality if a general donation of \$2.00 or more is made. When the attendee/supporter has given money in return for goods or services, a tax-deductible receipt cannot be issued. Camp Quality cannot issue any receipts until the funds are deposited into the Camp Quality account. As unlikely as it is to happen, Camp Quality reserves its right to withdraw its approval for the activity/event at any time if it appears that the Fundraiser is failing to adhere to any of the above terms and conditions.
19. Fundraisers must be aware that when they represent Camp Quality the following behaviour is expected: Won't participate in behaviour that threatens or endangers others; Won't use illicit drugs, participate in 'substance abuse' or be intoxicated by any substance while representing Camp Quality at fundraising events; Won't use inappropriate language.



camp quality
esCarpade

FOR FURTHER INFORMATION CONTACT:

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Or your local Camp Quality office

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