OFF ROAD RECOVERY TEAM

Volunteer Safety & Technical Role • West Coast 4x4 Adventures

RECOVERY SPECIALIST | SAFETY-CRITICAL VOLUNTEER POSITION

ROLE	Off Road Recovery Team Specialist	**STATUS**	Volunteer (Unpaid)
REPORTS TO	Safety Officer / Club President	**TERM**	One year (renewable)
EFFECTIVE DATE	October 2026	**CLASSIFICATION**	Safety-Critical Volunteer

■ **SAFETY-CRITICAL ROLE: Members of the Off Road Recovery Team operate in dynamic, high-risk environments. All team members must maintain current certifications, follow established protocols at all times, and never attempt recoveries beyond their certified competency level.**

1. POSITION OVERVIEW

The **Off Road Recovery Team (ORRT)** is the backbone of safety and member confidence on every West Coast 4x4 Adventures trail run. Recovery Specialists are trained, equipped, and authorized to perform vehicle extractions, winch operations, high-lift recoveries, and emergency field assistance for club members whose vehicles become stuck, disabled, or in distress during sanctioned events.

Recovery Specialists are highly respected within the club and serve as a visible symbol of the "No one gets left behind" culture that defines West Coast 4x4 Adventures. This role demands technical proficiency, sound judgment under pressure, and a calm, methodical approach to field problem-solving. Team members operate as a coordinated unit under the leadership of the Recovery Team Lead, with direct accountability to the Safety Officer.

> *"Recovery isn't just about pulling trucks out of sand — it's about every member going home the same way they arrived: safe, smiling, and ready for the next adventure."*

2. TEAM STRUCTURE

The Off Road Recovery Team is organized into defined roles to ensure clear command and effective field operations. Each event deploys a minimum of one full Recovery Unit:

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Recovery Team Lead	1	Commands all recovery operations; final call on techniques and safety
Recovery Specialist	2	Executes rigging, winching, and extraction under Team Lead direction
Equipment Officer	1 (may dual-role)	Maintains, stages, and inventories all recovery gear
Communications Liaison	1 (may dual-role)	Coordinates radio comms between recovery unit and Trail Master

3. CORE RESPONSIBILITIES

Field Recovery Operations

- Perform vehicle extractions using winches, snatch blocks, tree savers, and traction boards in accordance with established recovery protocols.
- Execute hi-lift jack recoveries, kinetic rope pulls, and multi-point anchor systems as conditions require.
- Conduct pre-recovery scene assessments to identify hazards, anchor points, and the safest extraction vector.
- Establish and enforce a safety perimeter during all active recovery operations.
- Operate personal and club-supplied recovery equipment safely and within rated load specifications.
- Coordinate with the Trail Master to manage traffic flow and convoy positioning during recovery events.

Equipment Management

- Perform pre-run equipment inspection and inventory checks before every event.
- Report damaged, worn, or missing recovery equipment to the Equipment Officer and Safety Officer immediately.
- Maintain personal recovery kit in field-ready condition at all times during club events.
- Assist in the cleaning, coiling, and proper storage of shared club recovery gear post-event.
- Participate in annual equipment audits conducted by the Safety Officer.

Scene Safety & Communication

- Assess and communicate trail and scene conditions via radio to the Trail Master and Safety Officer.
- Maintain situational awareness of terrain, weather, and mechanical hazards throughout all operations.
- Ensure all bystanders and non-essential personnel are clear of recovery zones before operations begin.
- Document recovery incidents including vehicle, location, technique used, and outcome in the field log.
- Escalate to emergency services (911, SAR) when situations exceed club recovery capability.

Training & Readiness

- Attend all mandatory ORRT training sessions, skills clinics, and annual recertification events.
- Participate in tabletop scenario exercises and field simulation drills organized by the Safety Officer.
- Stay current with evolving recovery techniques, equipment standards, and land-use regulations.

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- Mentor newer members in basic self-recovery and vehicle preparation best practices.
- Complete and maintain required certifications outlined in Section 5 of this document.

Reporting & Documentation

- Submit a Recovery Incident Report (RIR) to the Safety Officer within 48 hours of any recovery operation.
- Log all equipment used, damage observed, and techniques applied during each incident.
- Flag recurring trail hazards or mechanical failure patterns to the Board for review.
- Contribute to the club's annual safety report with field observations and recommendations.

4. REQUIRED SKILLS & QUALIFICATIONS

- Active membership in West Coast 4x4 Adventures in good standing for a minimum of 6 months.
- Demonstrated hands-on experience with vehicle recovery techniques including winching, kinetic rope, and hi-lift operations.
- Ability to drive, navigate, and operate a capable 4WD vehicle on moderate-to-difficult off-road terrain.
- Proficiency with UHF/VHF radio communications and field radio protocols.
- Physical capability to perform demanding fieldwork including lifting, rigging, and operating in extreme heat or rough terrain.
- Strong situational awareness and ability to make calm, deliberate decisions under pressure.
- Willingness to respond to recovery callouts during any club-sanctioned event, including multi-day trips.
- Demonstrated knowledge of rigging principles, load ratings, and mechanical advantage systems.
- Commitment to safety-first culture with zero tolerance for reckless recovery attempts.
- Possession of a fully equipped personal recovery kit (see Section 6 — Equipment Standards).

5. REQUIRED & PREFERRED CERTIFICATIONS

Required Certifications (must be current within 2 years):

Wilderness First Aid (WFA)	16-hour minimum — NOLS, SOLO, or equivalent provider
4WD Recovery Fundamentals	Club-approved course or equivalent documented experience
Winch Operations Certification	Manufacturer or club-administered competency assessment
Ham Radio Technician License	FCC Technician Class (or equivalent VHF/UHF authorization)

Preferred Certifications (valued but not mandatory at time of application):

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CERTIFICATION	NOTES
Wilderness First Responder (WFR)	80-hour advanced field medicine — strongly preferred for Team Lead
Swift Water Rescue Awareness	For events near rivers, canyons, or flash flood terrain
Vehicle Recovery Instructor	Recognized trainer qualification for mentorship roles
Emergency Vehicle Operations	Any recognized defensive/off-road driving course
CPR/AED Certification	Current — American Red Cross, AHA, or equivalent

The club will assist members in obtaining required certifications through organized training days and cost-sharing programs where available. Members are encouraged to discuss certification pathways with the Safety Officer prior to applying.

6. PERSONAL EQUIPMENT STANDARDS

All Recovery Specialists are expected to maintain a personal recovery kit capable of performing independent self-recovery and assisting others. The following represents the club's **minimum equipment standard** for active ORRT members:

CORE RECOVERY EQUIPMENT	SAFETY & SUPPORT EQUIPMENT
■ Kinetic recovery rope (rated 20,000 lbs+)	■ First aid kit (wilderness-grade)
■ Snatch block (rated 8,000 lbs+)	■ Fire extinguisher (vehicle-mounted)
■ D-shackles / bow shackles (x4 minimum)	■ Tow points front and rear (rated)
■ Tree saver strap (3" x 8' minimum)	■ Air compressor / tire inflator
■ Hi-lift jack with base plate	■ Jumper cables or jump pack
■ Traction boards (x2)	■ Handheld UHF/VHF radio
■ Shovel (full-size, long handle)	■ Headlamp + spare batteries
■ Gloves (rated for rope friction)	■ Emergency water supply (min. 2 gal)

Equipment will be inspected by the Equipment Officer at the start of each club event. Members who do not meet minimum equipment standards may be restricted from recovery operations for that event at the Team Lead's discretion.

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7. TIME COMMITMENT

Mandatory ORRT Training Sessions	4–6 hours	Quarterly minimum
Pre-Event Equipment Checks	1–2 hours	Per event
On-Event Standby & Operations	Full day (6–12+ hrs)	Per event
Post-Recovery Documentation	30–60 minutes	Per incident
Skills Clinics & Scenario Drills	3–5 hours	Bi-monthly
Annual Equipment Audit	2–3 hours	Annually
Monthly Safety Officer Check-In	30–60 minutes	Monthly

Estimated total commitment: **10–20+ hours per month**, scaling with event frequency. Participation in a minimum of **75% of sanctioned club events** is expected to maintain active ORRT status.

8. AUTHORITY & OPERATIONAL PROTOCOLS

Scene Command Authority: The Recovery Team Lead holds full command authority at any active recovery scene. All other personnel — including club officers — must comply with Team Lead direction during live recovery operations.

Recovery Refusal Authority: Any ORRT member may refuse to perform or continue a recovery operation they judge to be unsafe. This authority is unconditional and will be backed by the Safety Officer and Board.

Safety Perimeter Enforcement: Recovery Specialists are authorized to direct members, guests, and bystanders to clear the recovery zone. Non-compliance should be escalated to the Trail Master immediately.

Equipment Deployment: Authorized to deploy all personal and club-shared recovery equipment within their certified competency level.

Emergency Services Escalation: Any ORRT member may independently contact emergency services (911 / Search & Rescue) if they judge the situation to be beyond club recovery capability. This must be reported to the Team Lead as soon as practical.

Event Pause Authority: The Recovery Team Lead may request the Trail Master to pause or hold the convoy during an active recovery operation to ensure scene safety.

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9. WHAT THIS ROLE BRINGS TO THE CLUB

MEMBER SAFETY	Every member takes the trail with confidence knowing a skilled recovery team has their back.
TRAIL CONFIDENCE	Recovery capability unlocks more challenging terrain and richer adventures for the whole club.
RISK REDUCTION	Structured protocols and trained personnel dramatically reduce liability exposure for the club.
COMMUNITY TRUST	Seeing the ORRT in action reinforces the "family" culture that defines WC4x4 Adventures.
PRESTIGE	A well-equipped, certified recovery team is a mark of a serious, professional off-road club.
SKILLS TRANSFER	ORRT members elevate the entire club's safety literacy through mentorship and training events.

10. HOW TO APPLY

West Coast 4x4 Adventures actively seeks qualified members to join the Off Road Recovery Team. Given the safety-critical nature of this role, the selection process includes both a documented review and a practical field assessment:

Step 1 — Express Your Interest
Email the Safety Officer at safety@westcoast4x4adventures.com with the subject line "ORRT Application – [Your Name]." Include a brief summary of your recovery experience and current certifications.

Step 2 — Submit Your Credentials
Provide copies or proof of all current certifications, a list of off-road experience including events attended, and a brief description of any recovery operations you have participated in.

Step 3 — Practical Field Assessment
Shortlisted candidates will be invited to a structured field skills evaluation conducted by the Recovery Team Lead and Safety Officer. This assesses hands-on competency with winching, rigging, and scene management.

Step 4 — Board Approval & Onboarding
Selected members are confirmed by the Safety Officer and ratified by the Board. New ORRT members complete a 60-day mentored onboarding period, operating alongside a senior Recovery Specialist before independent deployment.

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Applications: Accepted on a rolling basis — positions filled as qualified candidates are identified.
Questions? Contact the Safety Officer or Recovery Team Lead at any club event or via club email.

This position description is approved by the West Coast 4x4 Adventures Board of Directors and Safety Officer. It is subject to annual review and may be updated to reflect evolving safety standards, land-use regulations, or club operational needs. All ORRT members are expected to acknowledge and sign this document annually.

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