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# Stewards Handbook and Meet Pack 2017

When attending a Meet remember to also take with you copies of your Site Seeker book, the latest Buccaneer and The Boating Group Safety Code, which is on our website. They contain all the additional and current information you may need while Stewarding a Meet.

## Stewards Handbook and Meet Pack Information

### 1. Boating Group Meet Packs

The Meet Pack was first introduced in November 1992. It has been revised several times and now consists of a Meet Pack and Stewards Handbook which should be used in conjunction with each other.

The Meet Pack provides all the forms and checklists you will require to plan, record attendances and other information and to produce accounts for the Treasurer. The Handbook gives more detailed information of what the Steward will need, as well as additional information of when and how each form should be used.

**The Boating Group is a section of the Camping and Caravanning Club and we are required to record and provide specific information. This is so that the Group can camp under the Club's exemption certificate. By following the guidance in the Pack and Handbook the Committee will have sufficient information to comply with the Club's requirements and be able to continue to provide a broad programme of Meets.**

### 2. Updating of forms

Pages of the Handbook and forms in the Meet Pack will be reviewed annually and, if they are updated, all Stewards will be issued with replacements.

**Please keep your Handbook and Meet Pack for use next year to minimise wastage and costs.**

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Replacement pages of the Handbook and Meets Pack can be supplied in electronic format (contact Meets Management)

#### Remember

If you have any queries, problems or just want advice you can contact the Commodore, Treasurer, Chair of Meets Management or any other member of the committee. They will be happy to help in any way they can.

Contact details are in Buccaneer.

## Section - 1 Step by step Guide to Organising a Meet

The Boating Group Committee thanks all members for their time and help in running a meet. We have all enjoyed stewarding and hope you will too.

We suggest that you use the check list (Form 1) from the Meet pack so that nothing gets overlooked.

### 1. Before the event - approval

Prior to the involvement of the Steward, meets will usually have been authorised by the Meet Management Committee, entered on the Club database and advertised in Buccaneer and Out and About. If you are organising a Meet at a new venue please contact the Meet Management Committee and Treasurer, as early as possible, to confirm what is required.

### 2. Planning the Meet

Plan the programme and activities for the Meet (see 'Activities and Social events' for ideas). For short Meets, calculate the cost of activities. For THSs, the camping fee includes an amount for 'Social'. (Talk to the Treasurer if you need advice).

Decide the maximum number of units the site can accommodate and stick to it. Draw up a draft budget and check that the Meet will be within budget. Remember that all fees charged must have VAT added.

If you are considering buying any equipment, details and cost must be submitted to the committee for approval.

Contact the land/site owner/manager to confirm dates and access as well as the site fee and how it should be paid. (see 'Guide to accounts' for details).

Start to complete the Site Information Sheets 1 & 2 found in the Meet Pack.

### 3. Publicity for the Meet

For Meets which have taken place in previous years, please check that what is printed in Buccaneer is still correct and contact the Editor with amendments. Likewise with the Website, contact the Webmaster.

For a meet at a new venue, if possible, send details, photos and information to both the Editor and Webmaster a.s.a.p.

After the Meet, send any further amendments and a Meet Report (persuade someone else to do this)

### 4. Before the event

Take and record bookings. (for THSs also collect and bank camping fees). Use form 3 to ensure that you have all the information required by HQ. **It is vital that this form is completed fully.**

The steward is entitled to refuse a booking without giving a reason to the person making the booking, but the Commodore/Secretary must be advised of all details a.s.a.p.

Request a completed Boating Group Booking form for each unit.

Non Boating Group members should be sent a form (Meet pack form 11) either electronically or by post. Take some copies to the Meet for any units who do not complete a form before the start.

Any booking forms returned electronically must be signed at the start of the Meet.

**THE BOOKING FORM FOR MEMBERS IS A DISCLAIMER AND CONFIRMS THAT THEY THE UNDERSIGNED HAVE CURRENT THIRD PARTY INSURANCE FOR THE CRAFT THEY ARE USING FOR UP TO 2 MILLION POUNDS (RYA GUIDELINES). *Do not inspect member's insurance documents.***

Send Meet details, directions and booking confirmation as bookings are received. Include the need for members to move their units if there is a risk of flooding.

## **5. At least a month before the Meet (see tick list, form 1 of Meet Pack)**

Contact the Treasurer to obtain any necessary cheques and cash float (THSs only). Confirm the site booking with the owner approx 2 weeks before the Meet.

Ask another member who has booked if they will be prepared to cover for you if you are unavoidably late. It may be advisable to give them a list of those who have booked. Compile a check list of what you need to do after you arrive but before the site opens. Check you have a phone number for all who have booked in case of late cancellation of the Meet.

Compile a check list of what you need to tell campers as they arrive. This may need revising after you have arrived. It is important that all members are told of any Health and Safety information.

Where deposits or fees are paid in advance any request for a refund will be at the discretion of the Executive Committee. If a Doctor's certificate can be produced and cancellation is notified within 24 hours of the event, fees will be refundable. Stewards should pass the request together with any relevant information and recommendation to the Commodore and/or Treasurer. Stewards must not issue refunds themselves.

If there has been heavy rain, contact the site 2-3 days before to check that the Meet can still take place.

Ensure you have sufficient copies of all paperwork required as well as the latest copy of your 'Site Seeker' for Club rules and the latest Buccaneer for contact details. Also, an up to date copy of the CCC Camping Exemption Certificate, which you will receive from the Holiday Sites Officer (see forms 15 and 16 for examples).

## **6. Stewards arrival on site**

Arrive in good time to be able to prepare the site before site opening time. Check in with owner.

Set out the site. Position C&C Club Meet Sign or THS sign at entrance. If using direction signs, remove them as soon as all members have arrived.

Do a visual risk assessment of the site noting possible hazards, e.g. uneven surfaces, rabbit holes, deep water, busy roads etc and notify members on arrival.

Label drinking water tap and Elsan disposal point (agree with owner). Locate facilities for disposal of dry waste and possible recycling point. Members may be required to take dry waste home, advise of this in advance so they are prepared. Disposal of waste water must be agreed with the land owner and avoid pollution of water supplies, streams and rivers.

A notice board may be useful to display items such as social programme, stewards list and emergency phone numbers. Open the site at the agreed time.

## **7. As members arrive on site**

Check all membership cards for campers aged 18 or over. You must see a current membership card for all adults. If not, take the person's name, allow them to camp and pass on their details to the Commodore or Meets Management. It may be that they are a 'banned member' but a Steward is not expected to get involved with any dispute. It has been known for representatives of County Councils or National Parks to check that only members are using temporary sites. A member's children / grandchildren aged 17 or under are also allowed to camp as part of their unit.

Welcome campers and tell them of any Health and Safety hazards, arrangements for drinking water, Elsan disposal, refuse, social programme and restrictions on sailing. Ensure that a Boating Group booking form has been completed and signed for all units. Tea and coffee may be offered, possibly by an assistant steward.

Direct campers to their pitch; remember the 6-metre rule. It may be necessary to reserve flatter pitches for tents and motor caravans. In the interests of safety, stewards are advised to wear fluorescent jackets when directing units to their pitches.

## **8. Delegation of Stewards duties**

The Steward, or their appointed assistant, should be available on site at all times.

It is permissible to delegate this responsibility to temporary stewards enabling you to leave the site. Create a list of the days, split into half days, and ask members to act as steward for half a day so you can leave site. They should be aware of their duties and be able to contact you in an emergency.

## **9. During the Meet**

If a Social programme is planned, aim to run it, weather permitting. Although you are in charge, pre-arranged adult helpers will make your task easier. Persuade/delegate someone to do a report for the Buccaneer. Also, the Webmaster is always in need of new photographs.

At the end of the meet, close at the agreed time, check for rubbish, close gates and return any keys. Thank the landowner and, if appropriate, arrange a provisional booking for next year.

Pay the landowner if arrangements have not been made for direct payment by the Treasurer. **Obtain a VAT invoice/receipt** (see example in Meets Pack, form 6). If the meet has been poorly supported it may be necessary to make a minimum payment to the landowner so that the site is secured for future meets (refer to Treasurer afterwards).

## **10. After the Meet**

Finalise the Meet accounts and complete the other returns and send them to the Treasurer within 14 days of the end of the meet. If you foresee any difficulty in meeting this time scale, please inform the Treasurer as soon as possible.

Forms may be sent by post in hard copy, or emailed in spreadsheet form using the templates provided by the Treasurer. See Section 2 for further guidance on completing your accounts and returns.

If you are submitting your returns using the electronic forms, you are recommended to use the latest forms (dated 1st Jan 2018) developed and issued by the Treasurer. These should simplify and assist you in preparing your return, as most of the calculations will be done automatically for you. When properly completed, the electronic form should assist you in confirming the correct amount to pay into the bank on completion of the event. The formulae are protected to minimise the possibility of inadvertent miscalculation. However, you may use your own or other formats, providing they contain all the same (required) information, and the calculations are all correct and clearly explained.

When submitting the data electronically to the Treasurer, invoices, receipts and other documents - including your expense claim, Form 5 - should be scanned and sent as attachments with the returns, where possible. In any case, the original hard copies of these should be sent by post. If this is your last stewarding event of the year, your Bank paying-in books, cash receipt book and THS guest receipt book should also be posted back to the Treasurer at the same time.

Send Form 3 to the Treasurer, together with your accounts and other returns within 14 days of the end of the meet. Please note that the attendance figures must be recorded on the CCC Exempted Camping database within 14 days of the close of the meet in order to maintain our Exempted Camping eligibility. When using the Treasurer's electronic forms this data will be included automatically.

If you are running the Meet the following year please keep the Meets Pack. You will receive updates and revised information for the next year.

## **11. Photographs**

We always need photos for the Website/Buccaneer/Publicity. These should be sent to the Treasurer when sending your accounts, together with all the signed Booking forms, which should include the names of all children camping with the unit. The Booking form now includes the photo consent. The consent and photo will be ultimately kept by the Webmaster.

## **12. Incidents**

The Club and Boating Group do not tolerate anyone being subjected to abuse, harassment or others intentionally ignoring rules. Everyone is entitled to a pleasant, peaceful holiday. Please let the Committee know of any incidents, we wish to protect our image of 'The Friendly Club', Also we need to know of incidents on site which involve the emergency services, damage to property or injury. Incidents off site or on the water are not Club/Boating Group responsibility, but anything which may cause repercussions should be reported.

**If a Steward has any doubts about how they should act to any problem on site, they should ring the Commodore, or any Committee member, for advice.**

## **13. Third Party Public Liability Insurance**

It is important that we comply with the requirements of the Clubs Insurance policies. The Steward must complete an incident report form (Form 8) and send it to the Secretary immediately. (It may be included with the returns to the Treasurer, if of lesser importance)

It remains important that no-one admits liability for an incident or indicates that the Club 'has insurance for this sort of thing'.

Any member who thinks that they may have a claim against the Club should be told to put their claim in writing to the Finance and Administration Director. No Club Section member should answer any letters from solicitors or insurance companies asking for information on incidents at Section meets. All such letters must be passed - unacknowledged - immediately to the Finance and Administration Director with any information the Section may have about the letter.

An example of a cover letter in respect of Public/Products Liability insurance is in the Meet pack - Form14.

Any Steward who wishes to hire equipment such as generators, marquees and bouncy castles or organise a firework display must contact the Boating Club Committee before proceeding, to discuss Public/Product liability insurance.

## **Section 2 – Guide to the Accounts**

The weekend and holiday meets are a substantial part of Boating Group activities. The money involved forms the biggest proportion of our accounts. Meet accounts are subject to auditing in the same way as the rest of the accounts. In order that this can be done properly and to safeguard you, the meet organiser, guidelines are given in this section.

Accounts must be produced for all meets, even if fees are just collected and passed to the landowner. We have to show the transaction in our accounts to comply with the law.

### **1. Budgets, Fees and VAT**

For THSs, and some weekend meets, the Meet fees are set by the Holiday Sites Officer and Meets Management. For other meets, the Stewards, using local knowledge, can set their own fees.

The spreadsheet developed by the Treasurer will assist you in verifying the camping fee, which has been set / publicised is appropriate and realistic. If you have any doubts relating to the camping fee, expected social spend or other financial matter please contact the Treasurer as soon as possible. Steward's experience is valued and you should not hesitate to contact the Treasurer if you think the set fee is too high or too low.

All Boating Group meets are subject to VAT. This includes meet income and expenditure. When setting the budgets for the meet do not forget that you will need to account for VAT (see Meet pack Form 2)

A budget must be produced so that a loss is avoided, and our VAT liability is taken into consideration. If you have a problem with setting a fee, do contact the Treasurer for help several weeks before the meet.

### **2. General**

A record must be kept of all money received and spent using:

- a) Receipt and Paying-in books
- b) Attendance records (Meet pack - Form 3)
- c) Expense forms (Meet Pack - Form 5)

These, together with an Income and Expenditure Sheet (Meet pack Form 4), are your record of accounts for the Treasurer and must be returned no later than 14 days after the Meet. (a quarterly VAT return has to be produced from these accounts for HQ).

A tick list of what should be sent to the Treasurer is in the Meet pack (Form 7).

### **3. Meet fees**

At Weekend and 5-day Meets it is usual to collect fees at the Meet. However it is permissible for Stewards to request for fees or deposits to be paid in advance, provided they can be banked at least 4 weeks before the event. All fees received in advance should be by cheques made payable to 'Camping and Caravanning Club Boating Group' (or CCC Boating Group). A receipt should be issued for all fees received, especially cash.

Meet Fee cheques should be forwarded to the Treasurer a.s.a.p. or paid into the Group's bank account using a Paying-in book or slip provided by the Treasurer. Cheques should not be accepted less than 4 weeks before the Meet: this is to allow for postal delays and time required to clear cheques, particularly if a Group cheque is required for Site fees.

It is permissible to accept cheques on site which are made payable to the land owner, which can then be used as the Site fee element of Camping fees, provided that the land owner will accept personal cheques. This must be noted in the meet accounts.

#### **4. Bank Payments**

Stewards may request a paying-in slip to enable banking any remaining cash. Please contact the Treasurer.

Cheques should not be stored up until the time of the Meet. They must be paid into our Bank at least once a month. Each time you pay money into the Bank, please email the Treasurer to say you have paid in money, and for which meet (particularly if you are running several meets), together with the paying-in slip number.

If you are unable to access a Barclays Bank, send cheques to the Treasurer, but keep a note of the cheque details in case they are lost in the post.

Please note that direct payments into the Boating Group's bank account (e.g. by on-line transfer) are not encouraged. If it is necessary to do so, you **MUST** ensure that the payee only does so where their particular bank system allows them to enter the Surname of the camper **AND** the event code, in full, in the 'customer reference' or equivalent.

#### **5. Cash Advances**

For THSs, please discuss any requirements with the Treasurer, preferably by email, at least 2 weeks before the Meet. A cheque cannot be issued until cheques for fees received have cleared, so allow an extra week for clearance. If cashing a cheque causes a problem, please let the Treasurer know.

#### **6. Deposits and Payments**

Please ask the Treasurer for any site deposits which may be required. Large bills for use of the field or facilities can often be paid by cheque in advance. Either send the invoice to the Treasurer for payment directly or notify her in advance of the amount and to whom it is payable.

Don't forget to ask for a VAT invoice, see Meet pack form 6 for an example. Some facilities do require cash payments; this is acceptable provided a proper receipt is obtained, preferably in the format of a VAT invoice.

#### **7. Expenditure**

There are a number of other expenses associated with a Meet. These should be paid for from cash received and/or float supplied.

Capital items must not be bought from Meet funds. Stewards may make an application to the Committee with details of the cost, although purchases up to the value of £50 may be made, provided that the Meet does not run at a loss.

**Modified VAT receipts or VAT invoices should be obtained for all expenditure whenever possible**, but a normal receipt is better than none at all.

Where receipts are not obtained, please include a short note instead.

VAT is payable on a number of items including: petrol, sweets, crisps, chocolate, wine, camping equipment, fuel and some items used as prizes, but not those used as raffle prizes. In fact almost everything except basic food and books.

Since VAT is paid on all Meet fees, the Treasurer aims to claim back as much VAT as possible from money spent on Meets, but to do so requires a modified VAT receipt or VAT invoice. The invoice must be made out to "The Camping and Caravanning Club Ltd, c/o the Boating Group Treasurer", followed by her address or your own. This must then be forwarded to the Treasurer. **To be valid, a VAT invoice MUST also meet the following criteria:**

1. Show the business's name and address
2. Show the business's VAT number. This is usually in the '3 numbers, 4 numbers, 2 numbers' format i.e. 123 1234 12 and may be prefixed by the letters 'GB'



3. Show the date
4. Have a serial number
5. Show the total excluding VAT (see note 1 below)
6. Show the VAT rate (see note 2 below)
7. Show the amount of VAT charged (see note 1 below)
8. Show the total including VAT

Note 1: Items 5 and 7 are not required for items under £250 ('simplified@ VAT invoice)

Note 2: If items are charged at different VAT rates - e.g. a supermarket till receipt - then this must be shown for each

Please do your best to get a valid VAT receipt/invoice where possible, but do not worry if you can't - any receipt is better than none. Although you may point out what should be on a VAT receipt, in order to obtain a valid one, please do not be drawn or tempted into trying to 'create' a valid receipt for the landowner / supplier.

## **8. Accounts**

Keep the cash flow up-to-date on at least a daily basis during the meet, so that you can quickly complete the accounts on the final day or the day after, while the details are still fresh in your mind.

Collect the receipts for all expenses incurred.

Bank all monies and return all forms, income and expenditure reports (and any expense claim) to the Treasurer within 14 days (but sooner, if possible). See Form 7. If you have any difficulty with any part of your returns, contact the Treasurer a.s.a.p. or any of Meets Management. We all have experience of Meets.

## **9. Losses**

Meets should be self-financing. If it is anticipated that a Meet will run at a loss, contact the Treasurer to try to solve the problem. Likewise, if the Meet incurs a loss inform the Treasurer with a view to reimbursement.

## **10. Stewards Expenses**

Club policy relating to Stewards expenses at Meets is as follows:-

- a) Stewards of Meets may not, under any circumstances, receive payment for their services.
- b) They may be paid out-of-pocket expenses only.
- c) Such expenses, when claimed, must be fully supported with receipts or other properly authenticated documentation (Meet pack Form 2 gives guidance on what may be claimed)

Payment of Stewards for their services is interpreted by the Inland Revenue as a taxable emolument and the recipient would be considered as a casual employee of the Club. Payment would be declarable for Tax and National Insurance purposes and would render invalid the statutory declaration made to the Revenue by Headquarters, thus laying open to prosecution and heavy penalties.

Steward's names should be recorded as being among those attending the Meet. They should pay their fees, as all others attending, and be shown in all returns. Expenses should be claimed from the Treasurer after the event using Meet pack Form 5.

## **11. Refunds**

If a member requests a refund or a Steward suggests that a refund is due, the request should be notified to the Treasurer together with the name, address, the amount and reason. The Executive Committee will make a decision and, if agreed, ask the Treasurer to make payment. **Stewards must not make refunds.** Remember - If you have any queries or problems; regarding finances of your Meet, contact the Treasurer as soon as possible.

## **Section 3 - Health and Safety. Site Organisation and Positioning of Units**

All Stewards of CCC Meets and Holiday Site are now required to have a copy of the latest Green Paper 3.18 - Guidance for Stewards of Meets and Temporary Holiday Sites, a copy of which is in Appendix 2. This section is now much shorter so as not to duplicate information. Please read the Green Paper first.

### **1. Six Metre Rule**

There is a diagram in Appendix 1.

Clear roadways of at least 6 metres should be between rows.

### **2. Site Access**

The access into the meet field should be at least 3 metres wide, easily negotiable and clearly indicated. It should not lead directly onto a very busy road.

### **3. Tents only Sites**

Caravans, Motor-caravans and Folding Campers are not normally permitted on 'tents only' sites.

### **4. Motor Caravans**

Motor caravans are only permitted on 'tents only' sites if they are used solely as transport. The party must possess, erect and use a freestanding tent for eating, sleeping and cooking. Motor caravans over 25 feet long may be accepted if the steward is satisfied that it can be accommodated.

Motor caravans are uncomfortable if sited on sloping ground and are much more difficult to level than trailed caravans. As with tents, whenever possible, level pitches should be reserved for them.

It may also be advisable to site motor caravans on hard standings or near to the site entrance, especially in wet conditions, if they wish to move in and out of the field regularly.

### **5. Trailer tents**

Trailer tents with canvas sides will normally be allowed on 'tents only' sites. Trailer tents with rigid sides (Folding campers) are regarded as caravans.

### **6. Tents**

If possible, flat pitches away from overhanging trees should be reserved for tents. Tent and Trailer tent campers, without their own facilities, welcome being close to toilets and showers.

### **7. PUP tents**

Pup tents must comply with the 'six metre rule' in relation to any adjoining unit. (see appendix)

Each unit should have no more than one pup tent and it should measure no more than 2.5m x 1.5m including any fly sheet. Additional tents may be permitted at the Steward's discretion. You are entitled to ask for additional payment if a larger tent, or more than one tent, is proposed, but you may use your discretion about this.

### **8. Awnings, Gazebos and Windbreaks**

Awnings and gazebos must comply with the six metre rule. Windbreaks should not be positioned so as to fill the six metre gap between units.

### **9. Vehicles**

If the ground is wet, you may ask that cars are parked near the entrance to minimise damage to the field. If space is limited, additional cars may need to be parked away from the main unit.

## **10. Boats**

'Mast up' boats should not be parked next to units. When moving 'mast up' boats, care should be taken near power cables. Boats and sailboards should not be rigged near units. Stewards may request that boats are kept in a designated area.

## **11. Pets**

Dogs and other pets are allowed at the discretion of the steward and site owner.

## **12. Trading**

Trading is not allowed at a meet unless authorised by the Steward.

## **13. Members with Disabilities**

Members with disabilities are welcome at all Meets. However, it is not the Steward's responsibility to advise them if a meet is suitable. The Steward should answer any questions they may have and then it is up to that member to decide if the site is suitable for their needs.

## **14. Emergency Phones**

Please record the location of the nearest telephone on Site Information Sheet 2. *You may not have mobile phone reception on site.* In addition, it may be helpful to enquire of other members on site, with mobiles on other networks, if they have reception and if their mobile could be used in an emergency.

## **15. Theft or Damage**

Should an incident occur which is serious enough to contact the Police, record any Police incident numbers, complete an Incident Report Form and return as appropriate.

## **16. General Site Safety**

All members will comply with the rules and regulations of any host sailing clubs and with any local byelaws or regulations.

## **17. What if things go wrong?**

If there is an accident or incident on site, no matter how minor, complete an incident form then:-

- send it to the Treasurer with the Meet returns
- if it is a major incident, phone the Secretary
- keep a copy of the form

If further advice, information or guidance is required, contact a member of the Committee. See the Contacts pages in your latest Buccaneer.

## Section 4 - General Information

### 1. Code of Conduct and Rules for the Organisation of Meets

One named person (the Steward) is to have overall responsibility for the Meet.

Meets are only open to Members of the Club, in accordance with the Certificate of Exemption under which they are run.

Proof of Club membership is to be shown by all adults attending. Check that membership cards are still in date. Record details on Form 3.

All campers should be familiar with the Code for Campers and the Caravanning Code, which are in the "Site Seeker" book. These codes apply to Boating Group Meets.

Stewards are entitled to exercise a limited amount of discretion in the interpretation of the rules, but must always ensure the safety and enjoyment of the public and other members so that the reputation of the Club is safeguarded.

Prior permission must always be obtained from the Committee for ALL meets and meets must be advertised to all members of the Club.

### 2. Road Safety and Access

In popular areas at peak holiday periods, movement of large numbers of units should be arranged outside busy traffic times to avoid inconvenience to other road users.

Access to the Meet or THS field should be at least 3 metres wide, easily negotiable and clearly indicated.

### 3. Bookings, Cancellation and Deposits

The Committee believe that local organisers and stewards are the best people to decide whether advance bookings are necessary and, if so, whether deposits or 'payments in full' are required.

If bookings and deposits are required, it should be made clear in the publicity for the meet and also the circumstances under which deposits will not be refunded. *Refer to Section 2 Point 11 for details.*

### 4. 4. Insurance

The Club has insurance to cover YOUR liability to the public; however, this insurance relies on the fact that, under the Group's Rules, all members must have adequate insurance to cover their boating activities.

Members must complete an insurance declaration on the standard Boating Group booking form, as published in the latest Buccaneer, if they wish to sail at the Meet. They are signing to say that they have adequate third party insurance. (Form 11)

Any member who has not signed this form prior to the Meet, and wishes to go on the water, must be asked to complete a Booking form before sailing. *An electronic or photocopied signature is not acceptable.*

#### **DO NOT INSPECT INSURANCE DOCUMENTS**

The Steward's responsibility for the Meet stops at the water's edge. The Boating Group does not organise or supervise any on water activities.

Members should be familiar with, and follow, the Boating Group's Safety Code which is on the Website [www.boatinggroup.weebly.com](http://www.boatinggroup.weebly.com)

## Section 5 - Activities and Social events

A social event, however simple, gets campers together and introduces new members to the Group. This will depend on the size of the venue and the meet. For smaller meets social activities can happen with very little planning; for larger meets a little more organisation is needed so people are not excluded.

Either give out information and programme sheets at the beginning of the meet or have a notice board in a prominent position.

### 1. Information for all campers

Include in your information sheet, or display -

- Emergency information from the Meet Pack Site Information Form - Sheet 3
- Local transport
- Recycling points
- Organised activities
- Special items of news

Remember to notify all campers of further activities.

If using a notice board, different coloured paper alerts people to a new notice. Have a supply of paper, card, markers, Blu tack, drawing pins, plastic wallets, etc. *Remember to include these in your budget and expenses claim.*

### 2. Activities which work well

*Don't forget to include catering expenses in your budget and expenses.*

#### **Coffee Morning**

A Coffee Morning early in the Meet encourages new members to feel welcome. It can be easy to organise. Advertise a time. Ask a few campers to boil their kettles. Supply tea, coffee, sugar and milk (and biscuits). Members will see it start and quickly join in.

#### **American Supper (Jacob's join, Bring & share, etc).**

Ask everyone to bring a sweet and/or savoury dish to share. Set out tables for the food - you have an instant buffet. Everyone involved, very little preparation or clearing up.

#### **Cheese and Wine**

Provide cheese, crackers or bread, savouries and squash. Ask people to bring their own bottle (or provide wine if funds available).

#### **Barbecue**

If available, have a large, communal barbecue, or, ask members to bring their own and share space. *Remember to have fire buckets to hand.* Ask everyone to bring their own food and drink, or provide sausages, burgers and rolls for those who attend (need an idea of numbers in advance)

#### **Other ideas**

- Sausage sizzle
- Pie night
- Pub meal
- Rambles
- Folk singing and/or dancing
- Hire a local swimming pool
- Bonfire (with Landowners permission and fire precautions in place)

- Activities with local Countryside Rangers

### **Quizzes and Competitions**

Communal     Charades

Team General Knowledge quiz

Treasure hunt

Games night

Boat drive (like Beetle)

Ongoing     Quizzes which need thought

Poetry, painting, story writing (Articles for the Buccaneer?)

Handicrafts

(Give closing date for entries)

Have small, inexpensive prizes for the winners/ runners up.

### **3. Activities with Children**

*Please do not organise activities with children where the parents are not present.*

*We do not have any Youth Officers with the necessary Police Clearance. Even if you have such clearance yourself with another organisation (i.e. Cubs, Guides) that clearance is not transferable and you will be leaving yourself open to any accusation which may be made against you.*

*This is very important and there can be no exceptions.*

If there are children on site, consider some activities specially for them, provided their parents are present to supervise. The following have been known to work well.

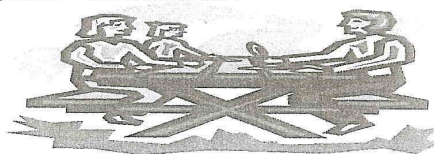
- Colouring sheets/competition
- Model making (junk)
- Model raft races
- Treasure hunt
- Collage using natural objects Team games
- Building sandcastles
- Bingo
- Crabbing

No doubt you will also have ideas of your own or have seen at other Meets. Don't feel you have to provide lots of activities. It is better to have a limited number of good, simple activities which can be easily organised during the Meet and with regard to the weather conditions.

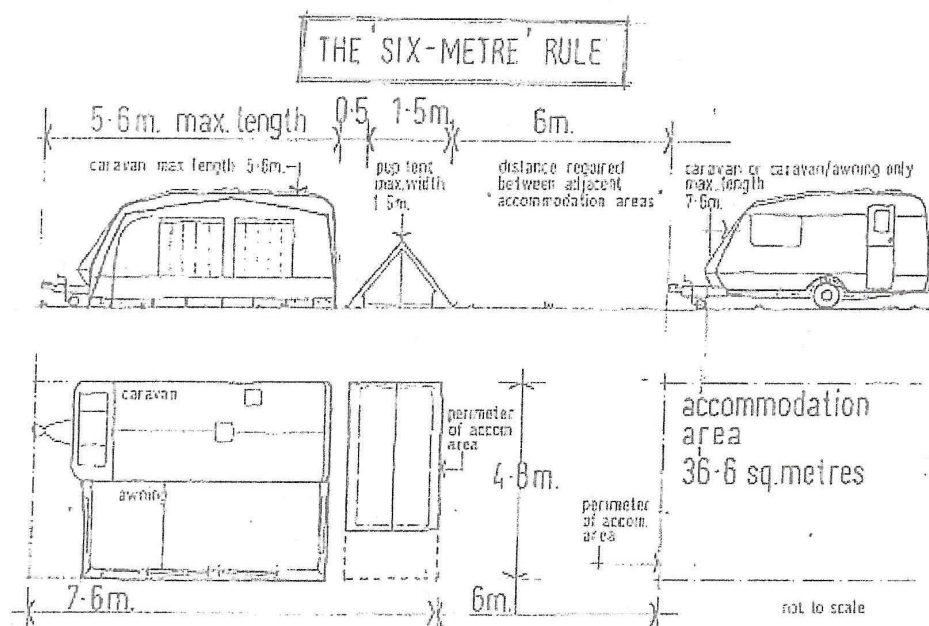
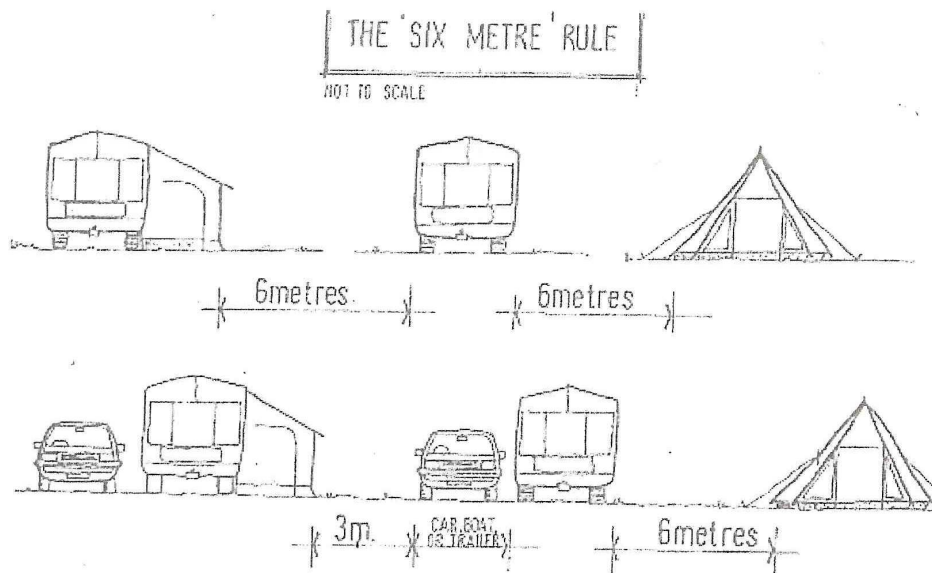
Remember it is your Weekend / Week / Fortnight away, so get other people to help you. Delegate particular jobs and activities.

Don't forget to enjoy yourself.

Stewards Handbook – Weekend & 5 day Meets – Issued March 2011



## Appendix 1 Six Metre Rule



# The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

**Green Paper Number:** 3.18 (version 10) please remove version 9

**Subject:** Guidance for Stewards of Meets and Temporary Holiday Sites

**To:** Sites Secretaries, NPSOs and Section & Region Sites Co-ordinators

**From:** Membership Services Director

**Direct Line No:** 024 7647 5180

The Club is permitted to arrange Five Day Meets (Meets) and Temporary Holiday Sites (THS) throughout the country without the need to obtain a site license normally required by planning legislation. It is so entitled because it holds a 'Certificate of Exemption' as described in the Caravan Sites and Control of Development Act 1960.

The following guidance is issued by the Exempted Camping Committee to assist Regions, District Associations and Sections in the stewarding of Meets and THS (events) organised for use by members.

For the duration of the event, a named person, the Steward, is to be responsible overall for the conduct and safety of every event. It is essential that each event Steward be provided with a copy of this guidance. The Steward must also hold a valid copy of the Club's Certificate of Exemption for display and inspection during the event. Valid copies are distributed to Club units annually and are available from the Exempted Camping Department, or via the Downloads Area of the Exempted Camping Database.

Campers must not arrive prior to, or leave after, the advertised start and end dates, and must not occupy the site in the absence of a properly appointed Steward. To do so is often a source of conflict with the landowner and is outside the provisions of the Club's exemptions under which the events are held.

Proof of Club membership must be shown by all participating members at all camping events.

Members' camping units may not be left unoccupied overnight, except in exceptional circumstances, at any Meet or THS organised under the Club's exemptions to the 1960 Act.

**Copied to:**

Continued ...

To National Councillors



To Region Secretaries



To Section National Secretaries



To District Association Secretaries



To Section Area Secretaries





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**Important Points for Temporary Holiday Site Stewards**

1. Stewards of THSs should be provided with a supply of Membership application forms and a Members Guest Book prior to the event start date. Both should be obtained from the organising Club unit Secretary.
2. Members may accommodate guests (non-members) in their unit/pitch on payment of £3.50 (inc. VAT) per adult for the duration of their stay. The use of a small dome/ridge tent would be acceptable providing the use is for sleeping purposes only. This fee is not required for Children under the age of 18. A Member's Guest Book ticket should be issued for the duration of the stay at the event and is not transferable to another Temporary Holiday Site.
3. A non-member cannot stay at a THS with their own unit. To do so, they must enrol as a full member, and may join the Club at the THS on completion of a Membership application form and payment of the relevant subscription prior to pitching.
4. Overseas holders of a Camping Card International may camp at THSs, without the requirement of attending with a full Club member. This does not apply to UK based holders of a Camping Card International, who are still required to become a full Club member to attend THSs in their own unit.

**Important Points for Meet Stewards**

5. Attendance at Five Day Meets is available to all Club members, regardless of the organising Club unit. Camping fees at Meets should be the same for all Club members, and differential pricing for non-members of an organising Region, District Association or Section is not permitted.
6. Guest and non members are not permitted to camp overnight at Meets organised under the Club's exemptions to the 1960 Act. Day visitors however, are acceptable unless otherwise stated by the organising unit.

**General Guidance for Event Stewards**

7. A site sign should be displayed at the entrance of all camping events. Signs for both Meets and Temporary Holiday Sites are available free of charge from the Exempted Camping Department on 024 7647 5198 or [exemptions@thefriendlyclub.co.uk](mailto:exemptions@thefriendlyclub.co.uk)
8. As the person responsible for safety at the event, the Steward should ensure that any obvious dangers are highlighted to campers, and that the rules and best practice set out in this Green Paper are observed throughout the event.

Regular assessments of the site must be conducted to ensure members' compliance with Club rules and best practice to reduce the possibility of injury and/or damage to campers and their camping units.

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Prior to an event's start date, the Steward must conduct an assessment of the site to ensure that it is suitable and safe to welcome campers. If in the unfortunate circumstances that the Steward feels that the site is unsafe and/or not in a condition to receive campers without potentially causing damage/injury, the Steward should consider cancelling the event and informing the event organiser, if appropriate the landowner, and the Exempted Camping Department.

The following must be monitored and in place throughout the event:

- Camping area is suitable for the arrival of camping units
  - Obvious hazards onsite are removed or sectioned off
  - Onsite vehicle speed limits are adhered to (*see paragraph 10*)
  - Control and direct campers entering/leaving the camp site.
  - Units are positioned correctly (*see paragraph 10*)
  - 6 metre fire safety gap is maintained at all times (*see paragraph 11*)
  - The correct use of BBQs (*see paragraph 15*)
  - Ensure that footpaths/walkways are kept clear at all times
  - No vehicle movement between the hours of 11pm-7am (*see paragraph 10*)
  - Dogs on leads at all times (*see paragraph 23*)
  - The restriction of leisure equipment such as airguns, drones, catapults etc. (*see paragraph 25*)
9. Stewards must not retain membership cards from campers during the period of their stay. Stewards may only ask for access to the Membership card to validate and record the membership number.
  10. All vehicles must be restricted to 5 mph on the event field, and learner drivers are not allowed. Vehicle movement between 11pm and 7am is not permitted, unless in exceptional circumstances and with the permission of the Steward. Vehicles must be parked at right angles to any slope.
  11. Excluding guy ropes, units must be at least six metres apart from adjacent units. This is a precaution against fire. Vehicles may be parked between units, provided that a three metre clear space is left within the six metre gap at all times.
  12. Children's pup tents can be classed as an integral part of a unit, in the same way as an awning, when they are occupied by children and when no appliance with a naked flame is used in or close to them. This means that a child's pup tent can be pitched close to the parents' unit.
  13. Stewards may instruct campers to take down their awnings, gazebos and windbreaks on safety grounds, should it be deemed necessary.
  14. Open fires are not generally allowed, except with the permission of the Steward and landowner, and in a mutually agreed location.

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15. The use of barbeques should also be agreed with the Steward and be sited well away from tents, awnings and other units.

Stewards should be aware of the potential danger to campers of carbon monoxide poisoning. The use of gas, petrol or charcoal barbeques within awnings or tents is not permitted due to the fire risk and danger of carbon monoxide poisoning.

Should a Steward witness member's barbequing within a poorly ventilated area, the Steward may instruct the campers to cease the operation of the BBQ or oversee its relocation to a suitable area.

16. It is strongly recommended that all units carry a suitable BS EN3 approved fire extinguisher or fire blanket, and that everyone should be aware of how to use the one they have.

It is strongly recommended that a bucket of water should be placed outside each camping unit, as a necessary near-to-hand firefighting tool.

It is also recommended that at least one extinguisher of AFFF 6 litre, or one 3kg dry powder extinguisher, is provided for use by the Steward of the event.

17. The use of gas cylinders, with a capacity greater than 15kg, are not permitted at Club events for supplying touring caravans, motorhomes or tents.
18. The use of gas cylinders to supply a camping unit via an external barbeque supply point is not permitted.
19. It is also advisable that each unit should have a first aid kit.
20. Where a site is selected that has a history or likelihood of members needing to move their units because of rising flood water, a flood plan should be in place and communicated to all participants on arrival at the event.
21. The use of Sky Lanterns or similar is not permitted onsite.

**General Behaviour**

22. Respect should be shown to the landowner's property, particularly trees, fences, buildings, equipment and stock.
23. Dogs and other pets must be kept under control at all times. No animal is allowed to be loose on the site, and must always be on a lead not more than two metres long, if outside a unit.
24. The Steward may instruct any camper to remove their pet from the site if, in his or her opinion, it creates a nuisance.

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25. It is forbidden to fly kites or model aircraft, including Drones at events. The use of catapults, airguns, firearms, bows and arrows or similar equipment is also not permitted. Ball games are acceptable only with permission of the Steward on an open space away from units.
26. Each pitch must be left clear of litter at the end of the event and a careful check should be made, before leaving the field, that no litter has been left behind.
27. Noise should be kept at a minimum from radios, televisions and other sources, such as generators, and there should be no noise whatsoever between 11pm and 7am, except as defined in paragraph 28 of this Green Paper.
28. Campers may only use generators with the Steward's permission. If a Steward considers the use of a generator to be causing a nuisance, then he or she may ask the camper to stop using the generator or leave the site.  
  
In circumstances where a camper requires the operation of a generator during the night for medical purposes, this should be accommodated in such a way to prevent disturbance of other campers
29. The Club considers the use of e-cigarettes the same as cigarettes and as such, all legal requirements should be adhered to in their use during a camping event.
30. When the camping ground is wet, cars may only be driven on the event field at the Stewards discretion, to prevent damage to the ground.

**Waste Water / Grey Water**

31. The arrangements made for the disposal of waste water must be agreed with the landowner and must take full account of the need to safeguard water supplies and to prevent pollution of rivers and streams.
32. The Steward is asked to give special consideration to waste water disposal point requirements at the time of the initial site survey. They should bear in mind that the disposal point should not be sited:
  - a. Adjacent to a brook, spring, stream or river
  - b. Adjacent to a well, borehole or adit
  - c. In a gathering ground area for water supply purposes, unless authorised
  - d. In the same area more than once in the season
  - e. Potential sites, with a gathering ground as outlined in subsection 'c', should be avoided unless arrangements have been made with the River Authority. If a Region, DA or Section is particularly anxious to utilise such areas, the appropriate River Authority should be consulted as early as possible in every case, and its advice sought concerning waste water disposal methods.

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33. Members must collect waste water in a receptacle, and should not allow it to overflow and foul the ground.

**Chemically Treated Sewage / Black Water**

34. The contents of chemical toilets must not be disposed of on the event site except into the disposal point agreed with the landowner.
35. A disposal point should be a septic tank, GHP holding tank, mains sewage or a dug hole which must be lined and pumped out as necessary. Holes should be filled with the excavated earth at the conclusion of the event and, where possible, the disturbed turf replaced.
36. The arrangements made for the disposal of chemically treated sewage must take full account of the need to safeguard water supplies and to prevent pollution of rivers and streams.
37. There must be a clear differentiation between drinking water taps and water supplied for cleansing chemical toilet cassettes. The two uses must never overlap. Chemical toilet cassettes must not be cleaned or charged at drinking water taps.
38. It is recommended that event participants, who use their own chemical toilets, ensure that they are properly charged with one of the biologically based toilet fluids.

**Refuse / Dry Waste**

39. Members attending meets must take their refuse home with them if receptacles are not provided. Refuse receptacles must be provided at THSs and members should not be expected to take their dry waste away with them.
40. At events where refuse is to be collected, refuse receptacles should be used and the subsequent disposal of the contents should be agreed with the landowner. In particular, the steward is asked to ensure that:
- The landowner undertakes the proper disposal of the refuse, or
  - The local Authority is requested to collect the refuse, or
  - Where an independent contractor is engaged, they must be a licensed carrier. Licenses must be inspected by the organiser each time a contractor is engaged.
  - Refuse should never be emptied into the chemical disposal point.

**Vehicle Maintenance**

41. Essential repairs to vehicles may be carried out so that an unserviceable vehicle can leave the site, but maintenance and servicing are not permitted.

Stewards may use discretion to allow vehicle and unit washing, provided it can be done discreetly, away from campable ground and with suitable drainage.

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**Trading**

42. Trading is not permitted at Meets or THSs, unless authorised by the Steward. Touting and commercial advertising are forbidden. Campers must not advertise services or goods for sale at events, except with the permission of the Steward. Notices may not be displayed on a unit, advertising anything whatsoever. A firm's car or van, which has the firm's name and description on the sides, is acceptable.

**Road Safety**

43. Consideration of local road conditions needs to be taken when organising vehicle movement on and off the site.
44. When welcoming a large number of arrivals on site, Stewards may wish to consider advising campers to pitch their unit prior to registering to ensure that units are not causing obstruction on the main road.

September 2016