

PHOTOGRAPHIC GROUP - BRIEFING SHEET FOR MEET STEWARDS

Every PG Meet must have a nominated Steward

The Steward is responsible solely for the safety and security of the Meet. The organisation and programme is not a Steward responsibility. A Steward pitch is offered free of charge as an incentive. If Stewarding is shared the free pitch may be shared to individual arrangements.

Safety involves:

1. Considering and advising members attending of any risks/concerns at a particular Meet location. A formal risk assessment will be conducted by Council members and discussed with Stewards.
2. Organising and checking that members pitch their units in accordance with the 6 metre rule - ask the Chairman or Sites Officer for guidance if necessary. The 6 metre rule is a fire safety precaution.
3. Booking in and taking payment of site fees from every member attending the Meet. Often there are willing and experienced volunteers who will undertake this on behalf of Stewards. The forms can be downloaded from www.photogroup.co.uk - Downloads page. Hon Treasurer will advise regarding any questions/queries.
4. In the event of an emergency/medical situation the "Attendance Sheet" is important information.
5. Making sure that drinking water and chemical disposal facilities are clearly identified and segregated.

Security involves:

1. Ensuring that the required signage is used. Sites Officer can advise and supply signs.
2. Ensuring that only current C&CC members (or their bona fide guests) attend the Meet.
3. Making sure that an attending member is monitoring security of members units and the Meet site at all times.
4. When using a hall or hired facilities ensuring in liaison with the Sites Officer that the hiring conditions are not breached.
5. Last to leave to Meet site checking that all signs are removed and that litter/rubbish is cleared.

Optional tasks that can be delegated to other members

1. Organising and running coffee mornings/ Meet activities
2. Announcements to members at Meets. Ask the Chairman/Secretary/Sites Officer if you are not comfortable to do this.
3. Organising someone to write the Meet Report for Photocamper. Vice Chairman will help.
4. Organising the pennon photograph. Vice Chairman will help.

Fuller guidance available from Exempted Camping Green Papers in the members area of www.campingandcarvanningclub.co.uk