

Photographic Group: Steward's Checklist

Health warning; Appears to involve a great deal but it varies between site types. Planning and preparation is key. Having your own routines and preferences is OK.

Essentials are in red

PREPARATION

Liaise with Site Co-ord

- Access arrangements and keys
- Arrangements for arriving day before
- List of member bookings
- EHU and HS allocations
- Confirm land owner fees and member fees (post Covid restrictions)
- Copy of meet programme
- Hall booking arrangements and any hiring conditions
- Waste/recycling disposal arrangements (private sites and rally fields)
- Using shelter
- Set of signage/pennant and pitch markers

Liaise with other Stewards

- Agree times on site
- One or both arriving day before or when
- Free pitch sharing
- Who does what for pitching, signage, booking in/fees & other
- Using pitch markers?
- Agree any extra expenses with Hon Treasurer
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Administration

- Attendance form
- Accounts form
- Risk assessment (site and Covid)
- Steward sign
- 6 metre gauge (beware 6 metres is minimum)
- Tea, coffee, biscuits, milk with receipts up to £30 for 5 days (post Covid restrictions)
- Clipboard & cover - rem GDPR (optional)
- Pens and notebook (optional)
- Raffle tickets (Festival and Exhibition only)
- Local information sheet (Optional)
- Spare meet programmes
- PPE (Covid operational Green Paper)
- Sun cream, hat and waterproofs
- Black bin bags (if required)
- Cable ties
- String
- Flush out bucket (some exempted sites)
- Reminder 6 metre rule

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- Cash security (post Covid)
- Print any site info sheets, guides etc.
- Incident form copies

ARRIVAL ON SITE

Familiarisation

- Access and egress - update risk assessment if required
- Water point and access (especially motorhomes)
- Chemical disposal - risk assess and flush water/hygiene
- WCs and consumables (paper, towels etc.)
- Waste/recycling disposal
- Identify hazards and add to risk assessment
- Fix signage (only on private no facility sites and/or rally fields)
- Gate open/closing
- Hall open/closing

Arrivals, pitching and booking in (this is the busy time)

- Table and chairs ready plus weather protection (or Group shelter/hall)
- Hot water for tea/coffee
- Visibility/safety of access
- Biscuits
- Plan for avoiding queues (especially access roads)
- Guiding to pitch (who and how?)
- **Managing 6 metres (different units, some awnings, non-standard requests, EHU & HS allocations.**
- **Attendance sheet/fees and chase-ups (who?)**
- Handouts etc.
- **Chairman/Secretary to countersign risk assessments (all site variants)**
- Plan to have a break and take a rest
- **When pitches are distributed ensure you know where every member is**

DURING THE MEET

- Opening/closing the gate (when required)
- Coffee/tea rota or preparation (rota form on www.photgroup.co.uk)
- Boil water - with no EHU ask members to bring their flasks
- Wash spoons etc.
- Biscuits on plate/in box
- Receiving and storing raffle prizes (Festival & Exhibition only)
- Sunday group photo (post Covid)
- Photocamper article - appoint author
- Look out for non-campers on site (enquire if concerned)
- Consider if an incident form needs to be completed when something unplanned occurs e.g a near miss or an accident.

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Making a visit off site

- Another Steward or Council member standing in
- Fees secure - on site!
- Contact numbers shared
- Expected return time

Pay the site fees (post Covid)

- Invoice that includes C&CC Photographic Group plus VAT number (if applicable)
- Copy of Attendance sheet and accounts to Treasurer and Sites Co-ordinator

Muddy/extreme conditions

- Involve site owner
- Consider restricting vehicle movement
- Plan for towing off - member 4 x 4s

Programme delivery

- Arrange off site car sharing when and if necessary (ask don't make assumptions)
- Communicate revisions to all (not just coffee morning and evening events)
- Minimise revisions
- Liaise with Meets Team daily

Members wellbeing

- Keep an eye out for problems
- Offer help if appropriate
- Be prepared to deal with an unplanned emergency (site specific)

CLOSING THE MEET & LEAVING THE SITE

- Be last to leave (or appoint someone)
- Litter and/or left equipment check
- Any surface or other damage (report to site & Site Co-ordinator)
- Leave halls in accordance with hiring agreement
- Return keys