

## The Fell and Rock Climbing Club of the English Lake District Limited

### Suggestions and some points to note for meet Co-ordinators

The meet coordinators role is to arrange accommodation, coordinate the group's use of the accommodation and to integrate the group socially

It is the sole responsibility of each attendee on the meet to be self-reliant and responsible for themselves. It is not the responsibility of the Meet Co-ordinator to check Health, fitness or competence of participants or their equipment, although the coordinator should warn inadequately prepared participants and guests.

#### **Before the Meet**

- Promote your meet by highlighting location, activities etc via Facebook, e-news, Chronicle etc.
- For FRCC hut meets the wardens can supply a list of members booked by the on line booking system.
- Consult the hut wardens to manage bed bookings e.g. if there are more women than bed spaces the men and women's dorms can be swapped.
- Contact - [membership@frcc.co.uk](mailto:membership@frcc.co.uk) to book Aspirants on meets. They will check that the Aspirants meet the membership criteria and advise the Meet Coordinator of Aspirants on the meet.
- If needed [membership@frcc.co.uk](mailto:membership@frcc.co.uk) will supply contact details of Aspirants (only). Club Members contact details are in the handbook.
- Circulate all attendees the meet address, directions and any relevant meet information. Inform Aspirants of access to the hut, they will not have a key.
- When emailing attendees use "bcc" to hide the attendees email address from other attendees
- Meals: some meet coordinators like to organise a communal meal. If this is the case, don't forget to inform meet participants (particularly aspirants).
- If possible - set up a What's App Group for car share, information, photo sharing etc....
- COVID: please remind everyone (including guests) of the club's latest COVID guidelines <https://www.frcc.co.uk/covid-update/>

#### **Using other Organisations Accommodation**

- If your meet is not at one of the FRCC huts, liaise with the Meets Secretary to confirm dates and FRCC Treasurer regarding payments etc. before you book.

## **On the Meet**

- Remind people to be aware of the FRCC accident policy and the policy on mountain safety particularly the participation statement. i.e.

*The BMC and FRCC recognise that climbing and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions.*

- Informally introduce everyone and ensure Aspirants are introduced to Full Members. One of the reasons Aspirants attend meets is to find Proposers and Seconders.
- Be a focal point for the participants during the meet.
- Make suggestions about the climbing/walking opportunities in the area.
- Indicate what your plans are and invite others to join in if they wish (if feasible).
- Suggest that members carry a charged mobile phone with “find this phone apps” activated if appropriate.
- Remind people to record their intended route in the routes book with their phone number and to sign back in on return. Do what you can to make sure everyone is accounted for before you leave.
- At any meet where there are non-members, ensure all attendees have signed in and paid. Remind anyone paying by BACs that they still need to complete a paper slip.
- Remind participants to leave the hut clean and tidy, empty bins, replace toilet rolls etc
- Remind everyone that photos are always welcome for the Chronicle [chronicle@frcc.co.uk](mailto:chronicle@frcc.co.uk) and for social media to [membership@frcc.co.uk](mailto:membership@frcc.co.uk), if they want to share photographs publically
- Remind everyone to take home any recycling and not to leave any food.
- Remind the last person to leave to follow exit check list usually posted in the hut. E.g. turn off master electric switch (usually by the front door), turn off gas, close windows and lock front door etc.

## **After the Meet**

- Feedback to the Membership secretary or Recruitment team any information relevant to the Aspirants application, if only to confirm their attendance.
- If you want to, send a short meet report to the Chronicler for publication in the Chronicle.
- Report any repairs, breakages at the Hut to the Warden.