

FOLK CAMPS SOCIETY Ltd



MANAGEMENT MANUAL

UK SELF-CATER CAMPS

Please read all sections of the Manual.

Understand how your job links into the others

Edition 2018

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FOLK CAMPS SOCIETY LTD

Company Reg. no.931434

Charity No.255901

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Please remember that the Folk Camps managers above are not paid full-time, so please keep any calls to reasonable hours.

Folk Camps Society is a non-profit Company Limited by Guarantee (registration number 931434) and not having a Share Capital, and is a Registered Charity (number 255901).

PREFACE

This Management Manual is the guide for Folk Camps, its members and staff. Please read it - even if you have done the job many times before - as changes are made regularly in the light of experience and feedback from staff and campers.

MISSION STATEMENT

Folk Camps Society Limited is committed to research into and promotion of the knowledge and practice of traditional music, dance and song from the UK or from other parts of the world. The provision of camping holidays, meetings and conferences enables teaching and instruction, learning and exchange of skills and knowledge in pursuit of that mission.

THE RULES

1. All persons over 18 years of age attending camp must be either a Governing or Associate Member.
2. Members attending the Society's camps may be accompanied by any child under 18 for whom they will be held responsible.
3. Persons under the age of 18 must be accompanied by an adult aged 21 or over who will be held responsible for their conduct and who undertakes to do so at the time of booking.
4. All persons wishing to become Governing Members may do so upon payment of an annual fee and after verification by the Council of Management.
5. All persons over the age of 18 years, who are not Governing Members at the time of making a camp booking, shall automatically become Associate Members as soon as the booking is registered.
6. All classes of Membership shall have equal status on the Society's camp sites and shall conform to the code of camping as adopted by the Society, set out in this Manual, laid down by tradition and transmitted verbally by camp staff.
7. The Management of the camp is the responsibility of all camp staff as a team, however the Leader's decision must be accepted as final.
8. Members at camp are free to participate in any organised activity or not as they choose but all are expected to assist in the running of the camp by undertaking special duties and/or a share of kitchen duty. They may suggest any activity or organise it in arrangement with staff provided

that consideration is shown to other campers who may not wish to participate.

CAMP STAFF

The Leader has overall responsibility for the camp, but his/her main concern will be the social and folk aspects. It is not the Leader's job to call all the dances, conduct all workshops and lead all sing-arounds, but to facilitate such activities and ensure, so far as it is possible, that they take place if the camps wishes it.

The Musician facilitates music either by providing it or arranging for others to play. It is not the musician's duty to play for all the dances and lead all the workshops but to help and assist campers to share their knowledge and skills and to learn from others.

The Warden is responsible for the overall running of the domestic matters of the site: foul & surface water, gas, electricity, liaison with landowners and operators, on site finance, site & hall/marquee management and cleaning and the allocation of camp duties.

INSURANCE

Members of camp staff are covered by a business policy held by Folk Camps Society Limited which includes personal accident cover whilst on duty, employers' liability, and public liability cover. If you would like further details of these, please contact the office.

ARRIVALS

All members of staff on weekend camps are asked to arrive at camp early in the afternoon on the first day. For week long camps they should arrive during the morning of the first day.

EMERGENCY CONTACTS

A list of local medical services - including the nearest doctor's surgery and hospital with A&E department - will be provided by the office and this should be displayed in a prominent place.

FIRST AID

Staff should enquire whether there is anyone on site who is either a medical professional or has up-to-date first aid training and who is happy to be called upon in the event of an emergency. These people are also on holiday, so keep their identity confidential. Minor injuries and ailments should be treated by the local GP or hospital.

CHILDREN

Children are their own parents' responsibility at all times. Parents may place other adults in 'loco parentis', but this is a matter for private agreement between the adults concerned. No member of staff is obliged to take responsibility for campers' children.

It is customary nowadays to allow children to stay with their parents in the hall or marquee in the evening as long as they behave themselves, either join in the camp activities or sit quietly and do not cause nuisance to other campers.

WORKSHOPS AND WORKSHOP LEADERS

Workshops are a vital part of Folk Camps' tradition, however no camper should feel pressurised to take part. All staff should keep an eye out for potential workshop leaders and identify workshops which are required.

AMPLIFICATION

At weekend camps staff may be requested to provide their own PA. This should have been tested for electrical safety and appropriately labelled. In such cases the owner of the equipment has total control of its use.

All PA must be switched off after 11.30 pm.

POTENTIAL NEW STAFF

All staff are asked to keep in mind that Folk Camps is constantly seeking new staff members. If a potential staff member is identified please inform the Council after the camp.

DEALING WITH DIFFICULT ISSUES

From time to time staff may find themselves faced with problems which require sensitive handling. This may concern extreme drunkenness, drug taking, violence, abuse or any one of a range of other unforeseen circumstances.

If you are concerned about the behaviour of a person or group of people on camp, discuss it quietly with the other camp staff. If something "doesn't seem quite right" rely on your instincts; sound out the other staff to see if they have the same reaction.

It may be that the staff team cannot manage the issue, or that it is inappropriate that they do so, or that you are just not sure of the best course of action. In this case, please contact the Administration Manager for advice. We would rather have a false alarm than let a real problem go unresolved. Members of Council are on call to provide backup in an

emergency and to take any major crisis off your hands so that the staff team can continue running the camp without distraction.

In the event that you need police assistance call 999 in an emergency, or use the 101 number for less urgent cases. Please also inform the Administration Manager as soon as possible.

HEALTH AND SAFETY

Staff should encourage campers to share responsibility for creating and ensuring a safe environment in accordance with Folk Camps Society's Health & Safety Policy.

All staff have a duty of care to the Members and to ensure that account is taken of all the appropriate legislation and that plans or provisions have been made to comply with the requirements. Risk Assessments with a Management Plan are carried out for every site and a Site Record maintained.

If staff have any questions or concerns about health and safety please contact the office for advice.

RISK ASSESSMENTS

An Initial Risk Assessment is carried out at the time the hall/site is surveyed by the Administration Manager, the Equipment Manager, a member of the Council of Management or some other person authorised by the Council. A record of this assessment is inserted into the camp Master File. A Management Plan, also in the Master File, will outline what arrangements are being made to satisfy needs identified during the Initial Risk Assessment.

A Final Risk Assessment will be made by the Warden on arrival. A record of this, with any necessary revisions to the Management Plan, will be kept in the Master File.

All staff should familiarise themselves with the site risk assessment and sign the document as a record.

SITE HEALTH AND SAFETY RECORD

A tick sheet document is provided to facilitate checks. This is a vital document in terms of proving H&S implementation and also allows for recording items which needed attention and that were not included in the Final Risk Assessment or Management Plan.

LEADER

Your duty is to ensure, to the best of your ability, that the camp delivers a happy well-organised holiday. Other members of staff are there to assist you; it is a team effort but as Leader you have overall responsibility. You are the final arbiter in any disagreements or differences of opinion.

OBLIGATIONS

You have a duty of care to everyone on site, including visitors.

You have a responsibility to ensure that:

- there are no breaches of regulations which might invalidate the Society's insurance,
- the local community is not inconvenienced by any of the campers' activities,
- the camp operates in a safe and hygienic manner,
- this Management Manual is adhered to as far as it is practicable.

BEING A LEADER

You have been chosen to lead. Every leader has their own leadership style so think about your style beforehand and rehearse how you would deal with a variety of different situations.

Never underestimate the importance of debate. If problems do occur, sit down with the other staff members and attempt to arrive at a consensus decision.

You won't be able to please all the campers all the time. Just try and make sure no-one gets left out.

There may be people who don't want to join in any camp activities. It is their choice to please don't pressurise them to participate.

Folk Camps is a secular and apolitical organisation so any endorsement by camp staff of a particular religion or political view is inappropriate and should be avoided.

Preparation before camp will help you enormously. Look up the location on the internet and find some interesting tourist venues which the camp may like to visit.

The Administration Manager will, on request, email an updated list of people booked on your camp including their email addresses so that you can make contact with the campers beforehand. If necessary the Administration Manager will email them all for you. In the last few days before the camp he will forward a final list of those who have booked together with details of their skills and talents, e.g.: musicians, callers, etc.

We recommend you do contact the other members of staff beforehand. Explain your leadership style if you don't already know one another and discuss in advance any plans you may have, particularly if they involve a departure from standard Folk Camps practice.

Every year Folk Camps experiences things that have never happened before. If you need to hire extra equipment to solve problems, please do so. We rely on our staff members to use their initiative. If the campers' holiday is likely to be impaired or there is something unsafe and needs attention, please find a way of solving it. If you have acted responsibly and in the best interests of the campers, the Council of Management will support your action and meet any bills incurred.

WHAT HAPPENS AND WHEN

Weekend camps

First night *Camp meeting (normally 8 pm)*

Last night *Party night (usually not as elaborate as week camps)*

CAMP MEETING

On the first evening hold a meeting of all the camp. Try to keep it as short as possible but make sure that either you or other members of staff cover the following points. Do not assume, because the majority have camped before, that there is no need to restate these principles.

- Welcome the campers and introduce yourself and the staff.
- Explain daily programme times.
- Outline the likely programme, but be prepared to be flexible if the camp wishes.
- Outline allocation of jobs.
- Outline music sessions and workshops.
- Invite those with special skills and talents to hold workshops; ask campers what workshops they want.
- with up-to-date first aid experience by asking them to identify themselves privately to you.
- State children are in the care and control of their own parents or guardians at all times - not camp staff.

- Explain that children are welcome in the hall or marquee in the evening but that dances after cocoa may be more complicated.
- Folk Camps do not take any photos or videos without permission and we recommend that everyone follows this courtesy.
- Explain the Comments Box is for feedback to camp staff and Council and that issues relating to the camp should be reported to a member of staff, so they can be resolved immediately.
- Information will be displayed at a specific location within the hall or marquee about activities during the week. This space will also be used to site the comments book, local information, etc.
- New campers please ask anyone for help and suggest a new campers' meeting near the beginning of the week.

DAILY PROGRAMME

This recommended programme for weekend camps has evolved over many years; it works well and is what campers expect.

Music Workshop	From 9.30 am
Coffee Break	11.00 am
Lunchtime	12.30 pm
Easier Dancing	7.30 pm (singing games at 7 pm for the youngest depending on camp population)
General Dancing	8 pm
Evening Drinks	varies from 8.30 pm to 9.15pm
Song Circle	as soon as everyone's got their drink
General Dancing	following Song Circle
Acoustic Session	11.30 pm after the PA is turned off

WORKSHOPS

It may not be possible to meet all requirements. Set the timetable most convenient for participants; alternatively ask them to meet and fix their own time and location. Consider running some workshops every other day.

STICKS & SWORDS & EQUIPMENT

Morris sticks, long sword, rapper and sports equipment are not usually supplied for weekend camps unless by special arrangement. They are often supplied by camp staff or attendees wishing to run a particular

workshop. If there is a need to cut Morris sticks, make sure you have the landowner's permission.

VISITORS BY INVITATION EVENING

On weekend camps, campers may like to invite friends in one evening during the weekend. It is wise to ask for a majority decision as strangers on site can unnerve some campers. All visitors to site at any time should be entered into the visitors' book and supervised by those who invite them.

PARTY NIGHT

It is traditional to have a last night party comprising a mixture of dance, song, sketches and general celebration of the week's events. Workshops can showcase their achievements.

Casual visitors are not allowed on party night although the landowner and any other prominent members of the community may be invited as guests of the camp.

Liaise with other staff and decide what form the evening will take. Take care programming the last night's entertainment. It is better to have back-to-back performance items, and dance after everyone's done their party piece, than to find it is 2 am and you still are only half way through the programme!

AT THE END OF CAMP

During the morning coffee break on the last day make a point of thanking the staff publicly and everyone who has contributed to the camp.

Give out the date of the Reunion and the AGM. Ask those who are not Governing Members to consider becoming so, and those who are Governing Members to consider standing for election to the Council of Management.

Ask campers to make any suggestions for Folk Camps Council before they go, using the Comments Box.

It is your responsibility, before you leave site, to ensure that everything is clean, tidy and in as good as possible order. We don't expect you to do this alone but to recruit the help of campers so ask for volunteers to help clear up the next morning.

Ensure that the hall is completely emptied and that all personal belongings are removed. Set up a lost property table and ask everyone to check for belongings before they leave camp.

It will greatly help Council if you make a note of anything which you think they should know in your report and let the Administration Manager have this information as soon as you can after camp.

MUSICIAN

GENERAL DUTIES:

The Musician's job is to co-ordinate the musical demands of the week, working with the leader to fulfil the musical requirements of the camp.

You are part of the STAFFING TEAM, and you are expected to become involved in TEAM MANAGEMENT and take your share of any necessary tasks in this connection.

Many thanks for agreeing to be staff musician. Obviously we have asked you to staff because we know that you can do the job, and many of you have a great deal of experience doing just that. All the same, we thought it would be useful to share with you some ideas and examples of existing good practice. Please do not think that we are telling you how to musician your camp!

You will be asked to provide a suitable PA system for the weekend. Please confirm with the office if this is not possible.

Flexibility is the byword. Musicians may get called upon to provide a whole spectrum of music from Morris through to esoteric international dance music.

DON'T PANIC

Bear in mind the three keys to a successful week -

PREPARE - INVOLVE - CO-ORDINATE

PREPARE

Preparation is essential before setting off to camp.

We encourage the use of all teaching methods, for example using music or teaching by ear.

Playing By Ear

A session of playing by ear provides another challenge for campers but people often appreciate it if you can hand out music afterwards. This method is obviously useful for non-readers, but also helps musicians to learn to listen

to each other while playing and to think about interpretation of the music rather than just 'following the dots'.

Playing From Music

It is generally considered wise to be armed with sufficient music to be able to present and run the requisite morning workshops (Saturday to Monday on Bank Holiday camps).

There is a restriction on photocopying, so music can be sent out in advance if you wish. We can help you do that if requested. This will give people an opportunity to practice in advance and also to transpose where necessary. If you take your own music, allow sufficient copies of the music to go around. A good average would be 15 sets. Take care to collect them in at the end of each session if you intend to use them again - they have an unusual ability to disappear for good if you do not.

Choice of Material

Choose music which interests you, but remember that there will be both beginners and experts at the workshop. Consider material contained in "standard" publications, especially "Join the Band" & "Play in the Band" as a number of the workshop will undoubtedly have their own copies. The Council of Management also wish to promote the use of "Folk Campers Tune Book" and will endeavour to provide a number of copies for you to use for workshop sessions that the campers can have on a 'sale or return basis'.

If you are in a band at home, select some of your existing arrangements to play in the evening dances. Try and bring at least three copies of each item so that the "band" can play along.

Another tried and tested method is to take a theme for the weekend or for each workshop. Examples of themes could be Playford, Tunes in 3 time, Different Kinds of Jigs, Music for European Dancing etc. As long as you choose thoughtfully in advance and make a general plan, then success is assured.

Mixed Abilities and other Challenges

We often have to deal with challenges in the morning workshops e.g. mixed abilities, transposing instruments, instruments which are restricted in the keys they can play in.

Many staff musicians split the morning workshop into a simpler session followed by a more advanced session. Consider involving all participants in the whole of the workshop by supplying simple second parts for the more complex tunes. The second part can be either a harmony of varying complexity or a simple sequence following the root chords. The latter allows beginners to rhythmically follow the tune without too much technique being

demanded. Look around for work that is already published. There are many tune books being published to cater for this aim.

Identify a camper who can run a real beginners workshop for those who might be put off by the formal beginners workshop

Encourage the use of percussion (the camp should have a store of percussion instruments).

B flat /E flat instruments players can often transpose (or someone else on site usually can) if they have the music in advance. Alternatively, look out for publications with transcriptions in them. Folk Camps Society publishes such a book called "A Companion to Join The Band". Do not spend excessive time in the group sessions tutoring these players if they are in a minority. Remember that the time available for music workshops is limited.

Participants often enjoy the challenge of working on music which is outside their normal experience e.g. music from different folk traditions as well as the home-grown traditional repertoire, developing arrangements rather than just sticking to the melody, finding suitable notes to play outside the 'normal' keys.

INVOLVE PEOPLE

Find out as early as possible what people can / want to play. What workshops are required? Who amongst your fellow campers is able and willing to assist you by providing a workshop or tuition to a group (beginners, recorders, singers etc.) If possible try and find some way of involving everyone who wants to be involved.

A good method of finding out is to ask campers to write down on a list, their requirements. Beware - this often turns out to be a wish list. Using the list consider how this fits in with your plan - what you can cater for. Then ask for assistance to meet specific requests - special groups, beginners tuition and so on.

Following morning drinks there may be dancing and other activities. You may be asked to play for dance workshops. If you don't want to, or cannot play that style - try and get someone else to do it. Often there is someone enthusiastic to do so!

You may wish to extend your time to meet specific requests, particularly for beginners' tuition - do so at your own discretion as it is easy to end up spending the whole day this way. You are on holiday too !

CO-ORDINATE

On every camp there will be one or more experienced dance band musicians who will be happy to run the evening band for a time.

Try and organise each evening so that there is a planned sequence of band leaders and players available.

Do not overlook teenagers - some of them are brilliant musicians who only require a little enthusiastic encouragement and organisation to conjure up a very useful band. Do not be afraid to ask for help - if there is no rush of support, ask the leader to announce the need. If all else fails, you are the band!

Think about using arrangements from the morning sessions as band music for the evening (in which case arrange the music into sets beforehand, then you won't have to juggle with two or more pieces of paper for each dance).

AMPLIFICATION

You will have been asked to provide PA for the weekend and it is your responsibility to ensure that it has undergone Portable Appliance Testing beforehand. You are responsible for the use of the system during the event. The warden must ensure that the system is turned off at 11:30 pm.

A final word..... do not be afraid to say NO. There will always be the caller who turns up with the most unusual request, be it an obscure Playford dance or the Transylvanian Necking Polska in 13/8 time. If you are confident with it - okay, If not, and they are unable to provide music for it in good time for a practice beforehand - then say NO (or find someone who CAN do it!). We hope this gives some food for thought and helps us all to have fun and inspire campers to continue their music playing until the next camp!

After the end of camp, report back to the Council of Management.

WARDEN

GENERAL DUTIES:

The Warden is responsible, under the general direction of the Leader, for effective running of the site.

You are part of the STAFFING TEAM, and you are expected to become involved in TEAM MANAGEMENT and take your share of any necessary tasks in this connection.

Wardens, and all other members of staff, are asked to arrive on camp early on the first day of the camp so that they can open, check and prepare the hall and field. Staff who cannot arrive early are asked to inform the

administration manager prior to the camp so that alternative arrangements can be made.

Please ensure that everyone on camp knows where your tent is located, in case of emergencies.

REMEMBER you are not expected to be superman / superwoman. The experience, skills and abilities that are always present on site are there to help you. Don't be afraid to delegate and/or discuss problems with other staff and campers.

The Warden MUST:

1. Ensure that initial equipment and drinks provisions are obtained in advance.
2. Identify where the Warden is camping.
3. Instigate traffic management appropriate to the field and weather conditions. A designated "car park" ensures minimal damage to the field, minimises risk to pedestrians and is popular with campers.
4. Explain the running of the camp and the contribution required from the campers at the introductory meeting, including the basic rules of hygiene, the availability of emergency services, location of first aid kit and fire extinguishers, control of dogs etc.
5. Arrange for volunteers to undertake specific tasks. (see CAMP DUTIES)
6. Check the Risk Assessment previously carried out and carry out his/her own assessment, including site specific risk.
7. Display general site risks (e.g. using a simple map) and complete daily check sheets.
8. Ensure that only cleaning products detailed on COSHH forms are used. (To be kept in the health and safety folder)
9. Be prepared to present your documents for checking when the nominated health and safety representative makes themselves known.
10. During the first evening check that all on the list of bookings have arrived, and identify any extras. (See BOOKINGS)

11. Ensure that the PA system is turned off by 11:30 pm.
12. Maintain Accounts and monies as detailed.
(See ACCOUNTING PROCEDURE)
13. Maintain the camp LOG BOOK and return it and the Master File to Head Office.

IN ADVANCE

If possible visit the site beforehand to meet local contacts, otherwise contact The Event Manager & Administration Managers for an update on the site, facilities, staff and campers etc.

ACCOUNTS

See appendix on Accounting Procedures.

AMPLIFICATION

The Musician will have been asked to provide PA for the weekend and is responsible for ensuring that it has undergone Portable Appliance Testing beforehand. The musician is responsible for the use of the system. The warden must ensure that the system is turned off at 11:30 pm.

ARRIVALS

In the interest of safety and fire prevention it is recommended that all camping 'set-ups' maintain a 20ft (6 metre) gap between them.

On arrival on site the campers should report in to you where you can welcome them and explain the need for sensible 'pitching'.

There could be an advantage in having a simple sign at the entrance that says "Welcome" and also asks camper to follow the marked 'roadways' and see the Warden to check in.

It is also important to ensure that there is enough space for children to play safely and for vehicles to enter and leave the site, including the traders vans which might be quite large vehicles.

On 'tight' sites it may be necessary to set up stakes and fluorescent tape to mark off access ways and play areas.

It is Folk Camps policy that family groups camp together and that all young people under 16 years MUST stay with the main family group.

EARLY ARRIVALS are NOT PERMITTED, except for camp staff. Obviously the Management Team can use some discretion where people have had a very difficult journey, but it is essential to ensure that anyone arriving early doesn't interfere with the setting up of the camp.

BAR

A Bar MUST NOT be provided as part of the facilities of the camp. Campers can, with the agreement of the Management Team, bring in their own drink.

BOOKINGS

Head Office will have supplied you with a list of those booked. As it is the policy of the Society that all balances must be settled 1 month before the camp starts then any person arriving who has not completed their payment MUST PAY the full camp late booking price as shown on the general information sheet attached to this manual.

You will also be informed of the maximum capacity for the site and CASUAL ARRIVALS may be accepted by arrangement with the Management Team, but only up to this limit. There is an additional administration charge of £20 for each adult arriving at a camp without booking at least 2 days in advance. Any queries from campers must be referred to Head Office, in writing.

To save you difficulties and arguments on site, you have NO DISCRETION regarding how and when to charge. This must be in accordance with the Schedule set out in the Appendix. Any queries MUST be referred to Head Office, in writing.

CAMP DUTIES

Everyone on camp is expected to take a share of the chores which must be done to keep the camp running efficiently. However, new campers should be offered light duties – we don't want to scare them off before they've settled in.

If anyone is strongly against working, don't make an issue of it, just leave them off the duties list.

Allocation of tasks will depend upon the number of adults, and older teenagers, on site, not on the total numbers booked. (Be careful about the type of work given to the teenagers as some of them tend to be a little 'unreliable' at times).

Toilet team. Do not skimp here as efficiency in this is probably the single most important item on camp.

Site Hygiene team. To keep the site clean and tidy and the pits 'sweet' and protected. Unless you have a very large camp this duty can also include toilet lights.

Hall tidy team. This job to include cleaning tables.

Kitchen Cleaning Team. The kitchen must be hygienically cleaned each evening under the supervision of the Warden.

Drinks Team. Mid morning (11 am), afternoon (4 pm) and evening (9 pm) drinks normally require teams of 2 or 3. And each person should only be required to cover a duty once during the weekend unless the numbers are very low.

Ensure that campers don't use Folk Camps provisions of milk, drinks and biscuits for their own personal consumption.

It is a good idea to try to involve everyone in a job, it helps to 'bring the camp together' if everyone is seen to be doing something.

Try to keep teams 'in the family', that way it often means that the children will be able to help in a supervised manner. Obviously where the children are very young the parents might prefer to split duties so that 1 of them can look after the children whilst the other works.

CAMP MEETING

On the first evening there will be a camp meeting where the leader will welcome everyone (see Leaders section). In your 'spot' you will need to get across as quickly and as 'painlessly' as possible the following essential items;

- Point out location of toilets, water (drinking and toilet washing), kitchen and areas out of bounds.
- State no smoking or vaping in or within 10m of the hall, marquee, kitchen or any other communal building or shelter.
- Where the fire fighting equipment is placed and the fire drill for evacuation in an emergency.
- Position of Fire Assembly Point.
- Location of First Aid Kit. Let people know that they must enter details of any accident into the accident reporting sheet located within the first aid kit.
- The nearest hospital with Accident & Emergency cover, as well as the local medical centre.
- The need for a high degree of personal hygiene, especially with washing hands after visiting the toilet.

- Specific items relating to the site, e.g. security, overhead cables, local residents etc.
- Any traffic management procedure in place. e.g. a one way system, vehicle no-go areas. Allocate a parking area just inside the site entrance and encourage anybody who doesn't need their vehicle next to their tent to park there.
- Parents are responsible for their children and teenagers aged under 18 at all times. Officially under 16s should camp with their families, but if the parents choose for their teenagers to pitch their tents elsewhere, they are still responsible for the teenager's good behaviour and safety.
- Folk Camps do not publish any photos or videos of other people on social media sites without the express permission of the individual or their carer if they are under age. We recommend that everyone follows this courtesy.
- Remind campers about volunteering for jobs on site and which jobs remain to be allocated.

Talk to your Leader beforehand; you might find that there is an advantage in preparing some notices in advance, giving the factual information, rather than 'drone on' at the meeting.

CAMPERS COMMENTS BOX

The camp will have been provided with a note book and lockable Comments Box that will be available at all times to the campers to make comments and/or suggestions. They can also be made anonymously. Every day the leader is to inspect the comments and take action where necessary. At the end of the camp the comments are to be returned to the office.

CARAVANS and MOTORHOMES

On your list of those attending you will see those bringing a caravan or motorhome noted. Folk Camps Society holds an exemption certificate regarding planning laws so that we are not restricted as to the number of units permitted on each site. Please ensure that caravans and motorhomes are pitched in accordance with the Code of Conduct for sites.

DAMAGE TO EQUIPMENT

Vulnerable items are toilets, especially the seat-lids, cooking equipment, etc. DO NOT let anyone use saucepan lids etc. as dinner gongs!

DOGS

If dogs are allowed on site they must be kept on a lead. All exercising must be outside the camp site. Dogs must NEVER be taken into the kitchen. Inadvertent messes must be cleared up by the owner immediately.

Dogs (other than guide dogs) must be kept far away from the hall, the entrances to the hall or marquee, workshop areas and the washing up areas.

It is generally courteous for campers to keep their dogs close to their own tent or caravan and to ensure that they do not create a nuisance to their neighbours.

EMERGENCY SERVICES

If possible, doctor, fire, hospital, ambulance etc., will have been entered in the camp Log Book. If not, the Warden must find out as soon as possible. The following information should be displayed prominently in the Hall /Marquee.

- Location of nearest telephone.
- Name, address, telephone no and surgery times of the nearest doctor.
- Location and telephone no of nearest hospital.
Telephone nos. of local Fire, Ambulance and Police.

EXPENDITURE ON EQUIPMENT

Wardens are permitted to purchase small items of equipment. Where it is necessary to buy a larger item (say more than £25) then Head Office should be contacted first.

FIRE PRECAUTIONS

The Warden will establish a Fire Assembly Point in a prominent position away from the Hall. The Warden will check the provision of appropriate fire extinguishers and if necessary contact the hall managers to ensure there are sufficient numbers for the required level, or in extreme circumstance, purchase extra extinguishers.

It is the warden's responsibility to check every day that the fire extinguishers are primed and ready for use and arrange re-priming if required.

The Warden or designated "fire safety person" is responsible for keeping a list of all persons on camp. The list should be kept in a safe place (not in the

marquee). If there is a fire safety incident a fire brigade control officer will need it.

Campers have been asked to bring their own fire bucket (preferably yellow) and keep it filled with water by their 'set-up'.

INVENTORY

You will have, with the Log Book a list of the equipment owned by FCS and a note of the hired equipment. At the end of the camp make sure that all our equipment is present and separate the hired items to be collected by the contractor.

LOG BOOK

The Camp log book will be kept for the purpose of recording essential information is required by succeeding wardens and the camp dismantlers. It will include the following information:

1. A schedule of hired materials. (see INVENTORY)
2. Details of how to leave the water points 'as found'.
3. Details of drainage and methods of cleaning.
4. Any information about traders.
5. Details of emergency services.
6. Any significant events, such as a visit by a Public Health Inspector, any illness or injury and the action taken.
7. Details of all site visitors
8. If there have been no contagious diseases reported for the camp then "nothing to report" needs to be entered in the warden's log and the first aid book.

This is not meant to be a burdensome chore, but a simplified means of passing on essential information from warden to warden. The log book can also be used as a camp diary and a way of passing on comments and suggestions to the Council of Management.

END OF THE CAMP

As soon as possible after leaving camp;

1. Complete the accounts sheet and return all the details, invoices, delivery tickets etc. to the Administration Manager at head office.
2. Return the Comments, Log Book and Master File to the Administration Manager and ensure that the Menu Book is with the equipment.

MASTER FILE

This contains copies of letters, orders etc. (See SUPPLIES)

PUBLIC DANCE

Due to the potential difficulties under the License Act 2002, we no longer hold a Public Dance Licence, although it is acceptable for campers to invite in local friends for an evening subject to the agreement of the staff team in advance. Collect names and contact details of those attending for next year's mail shot.

RUBBISH DISPOSAL

Proper arrangements for the disposal of waste of different kinds is essential. If there is no collection by the Local Authority, a SKIP may have been hired from a local rubbish disposal contractor who will sort and recycle where possible.

If you decide to operate re-cycling, make sure that this is carried out completely, including the recycled materials being taken to the appropriate re-cycling centre.

Waste disposal from the kitchen and camp general waste is a camp duties job. Ensure the placing, emptying and cleaning bins at kitchen and washing up areas is carried out regularly at least twice a day.

SAFETY IN THE KITCHEN

It is part of the Warden's responsibility to raise the camp's awareness. Clearly the site and the possessions of everyone must be safe and the campers have to be vigilant whilst not going over the top. (see also FIRE PRECAUTIONS)

SECURITY

This is up to the Wardens initiative, clearly the site and the possessions of everyone must be safe, but we don't want 'Stalag Butlitz'.

Try to make sure that the camp is never left un-attended and there is always a staff member on camp at all times. Where the public, or other organised groups have access to the site, a patrol, especially after dark, could be a sensible measure.

SUPPLIES

A list of suggested provisions will have been supplied by the Events Manager for the weekend. You will have also received a suitable amount of money for use of purchasing these items. Other small cash purchases during the camp must be approved by you beforehand. Make sure that you obtain a receipt.

TIDYING HALL

The area is to be swept after every session and used tables wiped over. Discourage campers from leaving their belongings around.

TOILETS

The toilets must be kept thoroughly clean and it is better to overstaff this rather than run the risk of 'tummy bugs'. For a camp of 100 two teams of 2 is usually sufficient, The first team to do the 'morning run' before most of the camp get up and the second team to work late afternoon before the camp returns for dinner.

IT IS THE USUAL PRACTICE THAT NOBODY ON TOILET DUTY WILL BE INCLUDED IN ANY KITCHEN DUTY, but on very small camps it may be necessary to have extra jobs allocated in order to get everything covered.

The equipment for the toilet teams, buckets, mops, sponges, disinfectant etc. must be clearly marked and **MUST NOT** be kept in the kitchen.

Remind the cleaners to use buckets when cleaning the portaloos and showers, and not to forget the doors!

In addition to cleaning it is necessary for the toilets be kept supplied with toilet rolls, paper towels and rubbish bags. In the ladies provide a bin for the disposal of sanitary towels, which should not be flushed down the toilets. This bin should be regularly emptied into a clearly marked collection sack. Disposable nappies should be treated in the same way. When campers make their own arrangements ensure that they are **INDIVIDUALLY** reminded of the strict requirements as to hygiene and they can only empty and clean at a time pre- arranged with the toilet team. It is usually not possible to discharge normal 'chemical' toilet waste into biologically operating system (septic tanks, FCS designed drainage systems etc.) Members will need to use 'green' products or arrange their own discharge off camp.

WORKING AT HEIGHT

The WARDEN is responsible for securing a safe working regime when ladders or other portable apparatus is being used and must ensure:

1. A safe level working base.
2. Suitable access equipment (minimum 'trade' grade)
3. A secure ladder angle of 1:4 ratio, with a minimum of 3 rungs between sections and 5 rungs above 'step off' point.
4. Step ladders are fully extended to middle braces for stability.
5. Safe level base for scaffold tower water tank and any fixings.

MANUAL HANDLING

When heavy or awkward loads are to be moved or lifted, the WARDEN must make sure that the correct procedures are followed. If it is deemed that the object is too heavy or over large then get help, teamwork, properly managed should solve the problem.

PERSONAL WASHING

Campers are not allowed to use the kitchen or FCS equipment for personal (body/clothes) washing, other than the toilets.

FIRST AID KITS

All staff and campers need to be made aware of the location of first aid kits: a grab bag located on the wall of the hall and a kitchen first aid kit located on the wall of the kitchen.

ACCIDENT LOGGING

There is an accident log book inside the grab bag located in the main hall. It is important to record any accidents that occur on site.

INSURMOUNTABLE PROBLEMS

In the unlikely event that you have any problems that cannot be resolved by the camp staff, then you can contact the Folk Camps office. Contact details on page 3. The Folk Camps Council can provide back-up equipment and additional staff if necessary, depending on how difficult any situation has become.

APPENDIX (ACCOUNTING PROCEDURE)

1. The details of the camp's financial transactions are to be recorded, in triplicate, on the Standard Form provided (these are on No Carbon Required paper). A sample sheet is supplied.
2. Each financial transaction is to be recorded, in date order, with all expenditure having a numbered voucher in support. Always try to obtain a receipt but if one is not available then write out the details by hand.
3. Transfers of cash from your bank account to the Petty Cash should be listed as INCOME on the sheet and transfers from Petty Cash to your bank account should be listed as EXPENDITURE.
4. At the end of the weekend the two columns are to be totalled and the balances checked against the actual cash/cheques.
5. All vouchers, paying in slips and copy invoices (including delivery tickets) are to be returned to the Office as soon as possible, together with the top copy of the accounts sheet. The 2nd copy is kept in the Master File. The 3rd copy is for you personally.
6. The accounts form is also to be used to record payment from new bookings and late payments at camp. Ensure that a booking form is completed and full names and addresses are taken for all new site bookings. Remember that the rules of the Society are that invoices are settled 1 month before the camp starts. Anyone who arrives who is not on your camp list MUST pay the late booking charges listed on the booking form. There is an additional administration charge of £20 for each adult arriving at a camp without booking at least 2 days in advance. Any queries from campers must be referred to Head Office, in writing

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