

Glasgow Glenmore Club - Meet Coordinator Duties

Outdoor Meets

For a weekend – the venue

- Contact the treasurer if you have not been sent booking details. The price per night will have been discussed at a committee meeting.
- To reduce any loss on the meet, be aware of any venue cancellation deadline (may not be applicable).
- Organise attendance list, manage waiting list if necessary.
- Refunds are only given if we can get a refund for their place from the hostel, if they can be replaced by a person on the waiting list or if the cancellation is for a good reason. Remind a member who cancels that they should claim a refund if they meet these conditions. See “[Away meets Pricing and Refunds Policy](#)” document for more details.
- If necessary, liaise with the hostel about campervan policy. See “[Campervan policy](#)” document.
- Allocate members to bedrooms, so that people know where to go and couples or friends arriving late are not split up.
- Email those going with times of access, bedroom allocation and any other relevant details.
- Where appropriate, organise a communal meal and/or opportunity to eat out locally (occasionally some members may not wish to participate). Some members may consider that their contribution to a communal meal evens out over the year, others may wish to claim their expenses from the treasurer – remind members about the claim form which should be in the coordinators bag.

For day or weekend – outdoor details

- Provide meet description details for newsletter.
- Advertise meet to members by email, about a month in advance for weekend, about a couple of weeks in advance for the day meet. Send more emails as appropriate to let people know how bookings are going. If trying to encourage more people to book, list names of those already going.
- Organise attendance list. If necessary, co-ordinate drivers and members requiring a lift.
- Check co-ordinators pack for sufficient route cards, leader contact sheets, communal meals claim form. Print more if necessary. Take pack to the meet.
- Ensure that own mobile phone and the Club Emergency PLB phone is charged and turned on. Take these with you on the hill.
- Check access, stalking restrictions - use the Heading for the Scottish Hills website which now covers hind stalking up to February as well as the stag stalking season. <https://www.outdooraccess-scotland.scot/practical-guide-all/deer-management/heading-scottish-hills>
- Remind groups that they can borrow a PLB. (see section below about PLBs)
- In winter, remind new members that they can borrow equipment (e.g. crampons, ice axe). They should contact the equipment convenor to organise this. Ask the recipient to ensure the fit of crampons to boots before going out on the hill.
- Issue route cards, provide some pens/pencils. Put your contact details on the Meet Co-ordinators Details slip and put with the routecards. Encourage members to fill the routecards in with all details. Assist new or inexperienced members to join appropriate parties.
- Check safe return of all members. For a day meet or those with a route card on the last day of a weekend, a member of the group is expected to contact the coordinator to report safe return.
- Take action if a group is significantly overdue. Detailed advice is in the “[Advice for Meet coordinators in case of late returns or accident](#)” document.

Personal Locator Beacons

- The Club has 2 packs containing a Personal Locator Beacon (PLB) and instructions in the Coordinator Pack, which can be borrowed on an outdoor meet. The PLB should only be triggered if rescue is required. It will send coordinates and a help message to the Coordination Centre who will yjrn contact mountain rescue. This is useful if you have no mobile signal or are too stressed to get the location coordinates right.
- There is an associated Emergency PLB mobile phone and instructions in the coordinator pack. If a PLB is triggered, the Coordination Centre will phone the Emergency PLB mobile phone, to determine that it is not a false alarm, and to obtain details of the party. They'll still send help if noone answers the emergency phone!
- An automated email is sent out each month, requesting the coordinator to send a message with the phone, to keep the SIM card active.

Indoor Meets

- Liase with person organising a speaker and with the chair to confirm attendance and invite to pre meet meal. Advise speaker of meet arrangements, start and finish times. Ask if they would prefer a book or outdoor token (£25), if they decline we would give a donation to their organisation. Buy token (digital or paper) and reclaim from treasurer
- Determine facilities required by speaker and ensure all are available on the night (screen, projector, laptop, extension cable, pointer, etc). Caroline has the projector and laptop. We use the screen on the wall of the bowling club, and the stand for the laptop has been mislaid – use table.
- Pay for speaker's meal. Get receipt and reclaim from treasurer.
- Organise tea, coffee, milk, sugar, biscuits.
- Liaise with chair about which of you will chair the meeting – in particular who will give the vote of thanks.
- Organise dishwashing and clearance of hall, return projector stand to storage location, replace chairs.
- At the end of the meet or just after, give or send a thank you note to an external speaker with token.

General

- Promote all the meets/activities for your month by e-mail and at preceding indoor meets.
- Claim all out of pocket expenses from treasurer with note of details and receipts where possible. Receipts can either be handed to the treasurer or scanned / photographed and emailed.
- Check contents of co-ordinators pack with inventory of contents. This should include guide books, current members list, route cards, and co-ordinators information documents.

Logbook and Photos

- Ensure that someone is delegated to provide a report on all indoor and outdoor meets. Completed reports should be sent to the Logbook coordinator and to the webmaster Colin.
- Remind people to send photos to Colin for the club website and to Gill for Facebook

Other

Hyndland Bowling Club Queensborough Gardens G12 9QN. Bowling club secretary: June Macdonald pandjmacdonald@hotmail.com Tel: 07875635885
Monica has the key.