

# Glasgow Glenmore Club

## Co-ordinators Pack Inventory

1. Documents
  - a. Co-ordinator duties
  - b. Associated documents
    - i. Advice for Coordinators – Late Returns and Accidents
    - ii. Advice for Club members - emergencies
    - iii. Away meets pricing & refunds policy
    - iv. Campervan policy
    - v. Current membership list, including emergency contacts
    - vi. Meet attendance sheet – optional, use whatever you like
2. For use on meet – print if not enough
  - a. Filled in meet co-ordinators card with your phone number
  - b. Set of blank routecards
  - c. Claim forms for communal meal expenses
  - d. Pens
3. Books for members to consult at weekends
  - a. SMC Munro guide
  - b. SMC Corbett guide
  - c. SMC Graham guide
  - d. Hostile Habitats
4. Equipment
  - a. 2 PLBs with instructions
  - b. PLB Emergency phone with instructions