

Meets Guidance

Essential contact - Meets Secretary, Debbie Marsh at meets@climbers-club.co.uk; address/telephone in Members' address list.

Each year the Club offers a superb and varied list of meets both in the UK and abroad, these meets are the life blood of the club and good meets with organised co-ordinators are essential to the enjoyment many of us get from our membership. The role of meet co-ordinator offers members the opportunity to make a valuable contribution to the Club. Many people are put off being a meet co-ordinator because they don't know what to do, in reality is very easy and here are a few pointers towards co-ordinating a great meet.

1. The first and most crucial step is to contact the **Meets Secretary** who will guide you through the process.
2. Choose a **venue**. The venue for the meet is your choice as is accommodation, within reason. If you plan to use one of our huts as your base, check the hut availability on the bookings calendar and pick a date that works for you (please **avoid bank holiday** weekends though). Then complete the proposed meets form (<http://www.climbers-club.co.uk/cms/proposed-meet-information-form/>).

Provided there are no problems, the meets secretary will update the club meets list with your details and get the hut block booked for your meet. If you use other accommodation and need an advance deposit, the meets secretary can arrange this for you. In this case you also need to make sure people know in advance how much the accommodation will cost them and arrange to collect payment off them - this then needs to be passed to the Finance Secretary, preferably all together rather than in dribs and drabs

3. **Publicise** the meet! Tell as many members you meet, post news on the website (via the web site and members' forum, provide details for the monthly eNewsletter, post on the CC Facebook page). Make sure your information welcomes all members; particularly those without climbing partners. Remember to keep a list of those proposing to come so that the meet doesn't become oversubscribed. The Club has a 'first come first served' policy and all members are equally welcome at all meets.
4. Think about some kind of **communal social activity** during the meet:

*Planning ahead for a meal, BBQ or drinks is a great idea, it adds to the fun of the meet.

* The Meets Secretary has a budget for supporting meets and this can be very flexible, this can be for things such as underwriting hut fees to supplying a keg of beer or buying a portable BBQ and coals for group use. If you have any ideas that require financial support just ask, all ideas are welcome. Also if you need a guidebook for the area just ask.

*It may be worth considering offering a **meet with a theme**.

5. When planning a trip it is always useful to **consider what could go wrong** and how you would tackle it. and how, as meet co-ordinator, you would tackle it. If you do this it either won't happen, or if it does, you'll be ready to deal with it. Consider the risks, search and rescue, medical arrangements and communications issues, especially

in remote places or when the meet is abroad. Asking for things like emergency contact details and details of insurance could be invaluable.

Member's Guests

Members may want to bring a guest on the meet. In general, so long as the meet co-ordinator is happy with this, its fine to bring an adult guest on a meet so long as the member takes full responsibility for them, and is going to partner them if they are climbing.

The meet co-ordinator has the final say on guests at meets and if they dont feel it will work out for any reason, its OK to say no

Children/Members under 18

See guidance at <http://www.climbers-club.co.uk/downloads/minors-on-meets.pdf>
Don't worry, its not that complicated ☺

On the Meet

Welcome everyone to the meet as they arrive so that they know who you are. If someone has arrived on their own or they are new to the club then please ensure they are included.

Make sure everybody signs in on arrival if at one of our huts, or if in outside accomodation you have booked, such as another club's hut, make sure you collect any outstanding payments due. Not everyone in the Club looks at the Meets list and hut bookings so, if you find that other members arrive who you aren't expecting, just invite them to join in. If they decline or if you have catered, then you may want to agree with them how the facilities can be shared, or if its really inconvenient that they are there, for instance because there is no space, you'll need to explain this and politely, ask them to leave. Depending on the venue and nature of the meet - specially at remote locations or on winter meets - you may want to get mobile phone numbers off everyone at the start of the meet in case of mishaps or late returners.

Sharing the Adventure

A meet report is a great way to share the success of a meet with the rest of the membership. It can be as short or long as you like and images will enhance it. Style and content are very much up to the author. Or you may persuade someone else attending the meet to produce it! The Meets Secretary will have it put on the website with a link in the next eNewsletter.

Finally, remember you are only the meet co-ordinator; you are not responsible for the attendees, just for trying to make things enjoyable for all (including yourself!).

Above all – have fun!