

The Cairngorm Club

Guidelines on Organising a Day Meet

1. This set of guidelines is intended for a Meet Organiser (MO) of a Club Day Meet, or for a new Day Meets Secretary (DMS), but what follows cannot cover every eventuality. Other than promoting general “good practice” in mountaineering, the relevant Club policies are that the Treasurer should be consulted before substantial financial commitments are entered into (see para 4 below), and that no meet bookings are confirmed until payment is received.
2. For a non-car meet, the DMS books the coach or minibus up to a year ahead, and will communicate this booking to the MO when the latter is identified. It is then up to the MO to find a President’s Party Leader (PPL) if not him/herself, and if necessary a minibus driver; appeal can be made via the GoogleGroups email system, or to the Committee.
3. About 6 months before the meet, the DMS should give the Newsletter Editor the meet details including date, MO name and contact details (a Club “meetorganiserXX” e-mail address can be arranged with the Club Comms Secretary), cost, and location. A short paragraph describing available hills etc. will also be useful: see recent Newsletters.
4. In July 2015, the Committee agreed the following Day Meet charges:
 - simple Day Meets by minibus: £12.50 (excluding cost of any meal)
 - overnighter “Day” Meets: estimated breakeven charge (ditto)
 - Day Meets by coach: charge to be discussed first with the Treasurer.A minibus driver need not pay. Car meet payments left to participants.
5. A couple of months beforehand, the MO should advertise the meet via a Club e-mail message and a Forum posting. These should outline arrangements (e.g. pick-up/set-down times and points), plus possible walking and perhaps climbing routes, if possible after consulting the PPL. Payment should preferably be made by bank transfer (sort code 831531, a/c no. 19165508, reference identifying the meet), informing the MO when done. After the meet, the MO should send any cheques to the Treasurer, along with a rough set of accounts (main payments and receipts), which should also be sent to the DMS.

6. If a paid-for meal is offered as part of a Day Meet, the MO should provide a “without meal” option and cost. If not, the likelihood/type of a refreshment stop-off on the return journey should be stated.
7. The MO should operate any waiting list fairly and transparently, e.g. a reminder to notify drop-outs, and a 24-hour take-up rule. In general, refunds should not be given unless a replacement is found, and/or the Club is not out of pocket. However, the MO can apply discretion, e.g. for cancellations due to illness, traffic accidents, etc.
8. For data protection reasons, the Club’s list of members (with phone numbers, e-mail addresses and addresses) is not made generally available. If necessary, the DMS or Club Secretary will help MOs to contact participants, e.g. to organise/offer lifts.
9. Shortly before the meet, the MO should acquire (usually via the DMS) the Club’s first aid kit and mountain shelter. He/she should also print out two copies of the Club’s Route Safety Sheet (see the Miscellaneous section of the Club website), complete his own details and a return time (see below), and on the day ensure that it is used by all meet participants, and left in the meet vehicle. A risk assessment sheet is also available. In general, the MO should consider what information will be wanted by the police and Mountain Rescue in the case of an accident or non-return, e.g. age(s), jacket colour, equipment. A group photo taken as everyone sets off may be useful.
10. As specified on the route sheet, all meet participants should do their utmost to keep to the designated return time. In particular, the MO should remind the PPL of this, and the need to avoid “summit fever”. In general, any necessary waiting time should not exceed 30 minutes, especially if meal has been booked (or if coach driver’s hours become involved).
11. In case of “incidents” (road or hill accidents, MR call-outs, “altercations”), the MO should notify the Club Secretary or DMS as soon as possible afterwards. No information should be given to the media. A set of “Incident Procedure Guidelines” is available on the Club website. If a member or guest misbehaves badly, the matter should be reported to the Committee, with a MO and/or DMS recommendation if appropriate.
12. After the Meet, the MO should send the DMS (if s/he did not participate) a brief report, including numbers.