

MEET CO-ORDINATOR'S CRIB SHEET

Updated by Steve Roberts 4/10/05 & 5/5/06, from an original by Hilary Greaves.

Congratulations on volunteering to co-ordinate a meet. You are a **Caving Star**. This is the stuff that needs doing - feel free to delegate any or all of it, just make sure someone responsible is doing it.

A week / 10 days before the meet

Have a rough idea of who's going from Oxford. This will enable you to **plan transport** for Oxford people. (People coming from elsewhere tend to sort themselves out.) Depending on the number of people and number of car owners/van drivers, choose from 3 options as outlined below:

- (i) Use members' cars. Write down who owes who how much petrol money, *if* you want it to go through the club accounts; otherwise get people to settle it between themselves.
- (ii) Rent a van from Hotson's Eurodrive, the company the University has a deal with. Drivers need to have passed the University's minibus driving test - several club members now have. "Over 25" is OK, but it costs more unless they have taken the test. Please note that a Hotson's minibus may have been pre-booked by the meets sec, find out and, if you're not using it, you need to cancel them a.s.a.p. by e-mailing Hotson's: eurodrive@aol.com. (Hotson's officially require 48 hours' notice for cancellations, but to avoid hassles give them as much notice as you possibly can.)
- (iii) Hire a car/cars - there are couple of places in Oxford that hire out 2nd hand cars, and they're reasonably-priced. Oxford /Hatchback Hire (Old Road, Headington, 763615, £40-45-50 for small-med-large car) and Fransman (Lyme Walk, Headington, 763979, prices about the same I think) are two we have used. The earlier you book, the more likely you are to get (a) a car (b) a cheap car - ringing the day before has sometimes worked in the past, but often it doesn't, so leave time. Also Spareacre Hire, 881316 (but it's in Eynsham, just outside Oxford - buses go there). For hire cars the driver almost invariably needs to be over 21 (in fact almost invariably needs to be over 23, but 21 for these 3 firms).

The week before a meet

- Actively **encourage** people to go on the weekend. Vocal advertisement on the Wednesday night and a few emails/phone calls to individual country members tends to do the trick. (Some people actually need poking to go caving, apparently. I know it's pathetic, but c'est la vie.) Also give the weekend a mention in DTT - email to peter.devlin@jpmchase.com before 4.30pm on the Wednesday.
- Get people to **tell you they're coming** - you need to plan food as well as transport.
- Send round an e-mail telling people when & where to meet for transport from Oxford (often 6pm Friday at the hut, but whatever).
- Delegate food-buying, if you're not doing it yourself (see below).
- If any novices are coming, they'll need **gear**. The club has helmets & lights / belts / wellies, and some respectable furies / oversuits too (and plenty of knackered ones). You'll need to borrow SRT kits (if applicable) from club members. Luxuries like wet suit socks and knee pads go down well too.

- Find out from your incredibly friendly local Meets Sec what the arrangements for accommodation keys are.
- Also get any **permits** from the Meets Sec. If you can remember to take them with you too, so much the better - you're one up on me :-)

Thursday / Friday

Trip Registration with OUSF

This job is yours, and yours alone. Email the OUSF Safety Officer, Richard Dodsworth (richard.dodsworth@sport.ox.ac.uk) giving the location and contact details for all club trips (e.g. see list of club huts below) together with the names, and if possible colleges, of everyone going on the trip. A form for this is at : <http://www.sport.ox.ac.uk/sportsfed/safety/>. It is not expected that this name list be 100% accurate, a best effort will suffice. This is useful for the University in the event of an incident.

Buy Food.

You can always delegate the shopping to someone else, if you can find a volunteer.

First check the food box in the hut - use whatever you can from there, especially semi-perishables, before buying more stuff. The Hut Has Spices (and usually some marga, tea, coffee, sugar, **cooking oil**, pasta, often other stuff too). Club policy is normally to be relatively skinflintish on shared food (some of us don't have incomes, and people with money can treat themselves individually!) - so mainly go for Value brands etc (but not value-brand sausages, which are repulsive, or so I am told).

You'll normally need 2 breakfasts and 1 evening meal. Full supplies for the first breakfast are vital – other meals can have shopping topped-up if need be on Saturday, though this isn't ideal.

Tips on what food to buy - ignore this if you know what you're doing

- Breakfast is English fried, i.e. toast / bacon / eggs / sausages / mushrooms / baked beans; it has to be **big** as has to power several hours caving with no lunch. Calculate reasonable amounts based on the number of people. Be nice to vegetarians - they don't eat half of this. Try veggie sausages/burgers, cheese on toast, anything else you can think of.
- Evening meal - "caver slop" (= pasta and a suitable mixture of vegetables and e.g. tinned chickpeas, often including tinned tomatoes), or (better) use your imagination/recipe book. Making the main evening meal veggie saves hassle.
- Also get a several loaves of bread, a few pounds of cheese, a few cartons of orange juice, a carton or 2 of milk, some chocolate bars for caving.

Friday

Pick up **group gear** from the hut. Depending on what trips you're doing, you'll need a mixture of ropes / ladders / spreaders / wires / tapes / hangers / maillons / tackle bags. You always have too much, except when you think "we always have too much" and go minimalist - take lots! The club helmets / lightsets (don't forget some spare batteries). A complete spare lightset is useful, just in case.

On the weekend itself

Make sure any trips with anyone with no caving experience get treated as special novice trips – i.e. there is a designated experienced “leader”; see “guidelines for novices on novice trips” and “guidelines for leaders on novice trips”.

- Make sure any novices & inexperienced cavers get suitable (& good!) trips.
- Make the Treasurer’s life easy by filling in the Meet Sheet. **PLEASE!!!** Give/email a completed copy to the Treasurer the following week.
- Extract cheques from any new people on the weekend, if possible. Members with club accounts can either pay by cheque or let it go through their account, or some combination. (Cheques to “OU Cave Club”)
- **Make sure the accommodation is left very clean and tidy** - ****this is important****, keeps people sweet and will make sure we don’t have any future hassles getting places to stay. Also apparently it is polite, or some similarly alien concept. Also make sure the keys go back to the right place when you leave.

Just-possibly-useful phone numbers

Yorkshire

Bull Pot Farm phone: 015242 71837

Greenclose: unlucky - no phone!

Mendip

The Belfry phone: 01749 672126

MCG hut phone: 01761 462797

MNRC hut phone: 01761 241 609

Wessex hut phone: 01749 672310

Wales

SWCC hut phone: 01639 730613

WSG cottage phone: 01685 811080

Whitewalls phone: 01873 811510

ENJOY!

EXPENSES - food, accommodation fees, transport hire, petrol etc

Name	Item	Amount

CHEQUES RECEIVED - payable to "OU Cave Club". List names and amounts below