

### **Guidelines for Host Clubs organizing SEANA Camps**

These guidelines have been prepared to assist field naturalists' clubs when organising camps on behalf of SEANA. Camps should be run as South East Australian Naturalists' Association camps hosted by an individual field naturalists' club. The camp is then covered by South East Australian Naturalists' Association's public liability insurance policy.

The guidelines are suggestions only, and host clubs may find better methods for the organisation of a camp. Any suggestions for improvement should be sent to the SEANA secretary so that updated guidelines can be forwarded to future host clubs.

After your offer to host a camp has been accepted by the SEANA Committee, the SEANA secretary will confirm the arrangement by letter and request that the club advise the SEANA treasurer correct name of the separate bank account that the club will open for the camp.

The SEANA secretary will also send the documents:

- *Guidelines For SEANA Inc. Camp Treasurers*
- *Guidelines for Host Clubs organizing SEANA Camps*
- *Microsoft Excel spreadsheet showing outline for Cash Book and Statement of Income and Expenses.*

#### **1. 12 months ahead of the camp**

- 1.1 Establish a local organizing committee. A group of 6 works well, and this could be president, secretary, treasurer and 3 ordinary members or an organizing sub-committee of 6 members.
- 1.2 Investigate possible venues, bearing in mind possible excursions. Aim for a central venue to accommodate 100 people and feed up to 120 allowing for non-accommodated participants. Alternatively participants could organize they own accommodation from a list of motels, caravan parks or other accommodation suggested by the host club.
- 1.3 Confirm venue/accommodation and pay initial deposit. An advance of \$500 to cover initial expenses will be made available by the SEANA Treasurer. If a larger advance is required please contact the SEANA Treasurer.
- 1.4 Form two working parties, one for Accommodation and Catering, one for the Program of speakers, excursions, displays, etc.
- 1.5 Begin planning excursions. Consider locations, cost if using outside leaders or commercial venues, degree of difficulty (information about the fitness required to do walks, equipment which should be carried should be communicated to the participants before they select excursions) This will help to protect the organisation from claims in the event of mishap.
- 1.6 All financial transactions must be recorded in the as outlined in *Guidelines for SEANA Camp Treasurers*. The Club must open a separate bank account for all Camp receipts and expenses.
- 1.7 Obtain costing for venue, transport, etc.
- 1.8 Prepare a budget to cover accommodation, meals, transport, photocopying, postage, telephone, gifts to guest speakers and excursion leaders, contribution of \$10 per participant for South East Australian Naturalists' Association, modest profit for the work done by the host club, etc.
- 1.9 Make initial contact with excursion leaders and speakers.
- 1.10 Prepare draft program of activities.
- 1.11 Keep SEANA committee up dated so that advance publicity can be given at previous Camp.
- 1.12 Arrange with host club of preceding camp to display information to promote your camp.

#### **2. 4-5 months ahead of the camp**

- 2.1 Mail out First Circular containing program, cost, booking form, Information about accommodation in area if participants are to arrange own accommodation, tourist information, etc. Addresses of Field Naturalists' Clubs and previous camp participants is available from South East Australian Naturalists' Association (contact Ray Wall, email llawjr@hotmail.com). This could be sent by email for contacts that have provided email addresses.
- 2.2 Confirm arrangements with venue based on estimated numbers.

**3.**

**4. 2 months ahead of the camp**

- 4.1 Mail Second Circular to those who have booked. This may include an updated program, excursion details, receipt for deposit, reminder of balance owing, reminder of what to bring (including club name tags), map, medical form or card (up to date information should be carried by each participant during the Camp), convoy rules, regional tourist information. Medical history cards are available from Peter MacCallum Cancer Centre 03 9656 1124.
- 4.2 Finalise speakers, excursion, menu, etc.
- 4.3 Book buses if required.
- 4.4 Set up database of registrants, allocate accommodation, and allocate participants to excursions if this is being done in advance.
- 4.5 Arrange a facilitator for each excursion. Duties are to assist the excursion leader by checking roll, forming convoy, toilet stops and general organisation. Separate list Facilitators Duties is available.
- 4.6 Decide which members of the host club will be present at registration point to generally provide information and assistance to visiting participants.
- 4.7 Contact the host club of the following SEANA camp to arrange space and/or time for the club to display promotional material for the next camp.

**4 1 month ahead of camp**

All money should be paid to the host club one month prior to the camp. This will avoid the work and security problems of handling money during the camp.

**5 During the Camp**

- 5.1 Host club members who are prepared to assist but who have not attended a South East Australian Naturalists' Association Camp would benefit from a detailed plan of action about what needs to be done. This can be very reassuring for them. In other words, don't presume that they are clear about their duties.
- 5.2 A busy time for the organising club is at reception when the Camp participants are arriving. Ensure that you have sufficient people available so that those delegated to collect late fees have no other duties to perform to distract them from this important duty. If anything out of the ordinary happens make sure that they know to make a note of what happened so that it can be followed up if necessary.
- 5.3 A group of people could be delegated to answer questions about the program, assist with selection of excursions and general information about activities.
- 5.4 If the organising club is arranging the accommodation, have people on hand to personally take people to their room. This is a good gesture to weary, long distance travellers who may get confused and take the wrong room.
- 5.5 Convoys are often used on excursions. To reduce the possibility of lost cars Convoy Rules will be prepared and included in the second mail out.
- 5.6 Arrange for written reports and photographs of excursions, speakers and other Camp activities. This is best done and collected on the day and could be one of the facilitator's duties. Reports should be sent to the Webmaster for inclusion on the website.
- 5.7 Don't Panic. Remember that Field Naturalists are easygoing people who enjoy the opportunity to visit natural areas and will themselves find interesting flora and fauna. They will be willing to share knowledge if given the opportunity.

**6 After the Camp**

- 6.1 Refund money to people who paid but were unable to attend the camp. A portion of deposit may be retained to cover administration and other costs.
- 6.2 As soon as possible return reports and photographs of the camp to the SEANA webmaster.
- 6.3 Return, to the SEANA Treasurer, information requested in *Guidelines For SEANA Inc. Camp Treasurers (2008 update)* including:
  - An audited financial report showing income and expenditure for the Camp.
  - Allocation to SEANA (the *greater* of \$10 per adult Camp participant or ½ of the Camp profit).
- 6.4 Forward to SEANA Secretary a list of camp attendees including names, addresses and home clubs.

*Further information can be obtained from:*

*John Gregurke, SEANA Secretary, PO Box W328, Ballarat West 3350. 03 5339 4993*

*jgregurke1@bigpond.com*

*Rob Moors, SEANA Treasurer, 555 Mandurang South Rd, RSD Strathfieldsaye 3551. 03 5439 6254*

*Confirmed at February 2009 Committee meeting.*