

Guidelines for Stewards Running All Meets

Due to the Covid-19 pandemic things are a little different to the DA and THS camping that we are used to and we now have to operate as pop up campsites rather than social gatherings for the foreseeable future. We are all learning together and things may change as we gain experience of the new way we have to operate and government and HQ guidance evolves.

The standard instructions to stewards for running meets are set out at the end of this document but in addition we have to pay special attention to the risk assessments and following guidelines from headquarters during the Covid-19 pandemic emergency. All stewards should read and sign the front page of the risk assessment.

Additional things to consider when setting the site up.

1. Place a Tap sanitizer sign at drinking water and CDP taps
2. Place a 'Please remain in your vehicle' at the entrance
3. Place a list of symptoms sign at the entrance
4. Place appropriate signs throughout the site for social distancing, washing hands, sanitizing taps etc.
5. To help members observe social distancing procedures whilst waiting to use the tap place a social distancing sign next to the tap.
6. Mark out a 4m x 4m exclusion zone around the CDP. Place a 'Wear a face mask when using the CDP' sign at the Elsan point
7. Place one person at a time sign at the CDP
8. Ideally erect a reception shelter.

Before Travelling:

Under the new rules all members should book a pitch before travelling in accordance with the Camping and Caravanning Club Green Paper 3.16 and the government guidelines. The booking officer will provide the steward with details of who has pre-booked via the WEDA SumUp online shop by the cut-off date of 2 days prior to the meet opens.

Members who have not booked and paid via the Booking Officer must call the steward before leaving home to confirm there is space on site. You will need to ask them to text their name, membership number, arrival and departure dates. You will also have to remind them to bring their own anti-viral hand sanitiser and antiviral surface wipes with them on arrival at the site. Your return text will be their booking confirmation. Payment will need to be taken on site see below for details. The members details will be added to the booking in form in the normal way.

On Arrival

Ask the campers to remain in their vehicle.

Ask if any member of the party has Covid-19 symptoms or have been told to self-isolate by track and trace. If they have, refuse the party entry to the site and advise them to return home and seek medical advice. Advise them that if a camper becomes ill and has Covid-19 symptoms while at the camp site everyone in their unit/household must leave the site immediately, return home and seek appropriate medical guidance.

Ask the lead camper only to report to the reception shelter to book in, bringing their booking confirmation with them. They must REMAIN OUTSIDE THE RECEPTION SHELTER to maintain social distancing. Ask the lead member to remind all in his unit that everyone must maintain social distancing on site and that it is an individually pitched meet

Site fees not paid in advance of the meet are to be made by debit/credit card using our electronic SumUp card reader wherever possible. Sanitise the card reader after each use. Cash will be accepted as a last resort.

If paying by cash the camper should have the right money for the fees as no change will be given. Any surplus will be deemed to be a donation into DA funds. When handling cash, stewards must either wear gloves or wash their hands immediately afterwards.

Make the campers aware there are strictly no day visitors to the site.

A log of everyone who is on site is to be maintained including pre booking information from the booking officer and details taken by text by those who book via the steward and details of any contractors working on the site.

Pitching

The steward will guide the members to their pitch to ensure adequate social distancing is maintained. Please ensure you maintain social distancing from the member at all times during the pitching process.

Water Tap

Tell the member where the water tap is and remind them that only adults or youth who have passed their youth test are permitted to use the water taps. They must wipe the tap before and after use with their own anti-viral wipes and take the used wipe back to their unit to dispose of it.

Stewards should sanitize the tap regularly throughout the weekend. The frequency of this will be dependent on the number of units on site.

Elsan or Chemical Toilet Disposal Point (CDP)

Tell the member where the CDP is and remind them that only adults or youth who have passed their youth test are permitted to use the CDP and remind them to wear face coverings when using the CDP. They must wipe the lids, tap etc. before and after use with their own anti-viral wipes and take the used wipe back to their unit to dispose of it.

In the event of a spillage this should be cleaned by the camper immediately.

If a member reports to the steward that the CDP has been left unclean the steward should be clean it immediately wearing gloves, apron and face shield provided by the DA.

The steward should regularly check that the CDP is clean, wearing appropriate PPE provided by the DA, and clean it if required wearing face visor, gloves and apron provided by the DA.

Rubbish Disposal.

All rubbish must be taken home by the campers any bins on site MUST NOT be used.

Social Gatherings

Please note that under the new Covid-19 restrictions this is an individually pitched campsite and not a social event or gathering so gatherings or socials are NOT permitted on site unless within the agreed government defined social distancing guidelines. Communal BBQs are not allowed other than with your camping household. This also means no coffee mornings/ quiz nights etc.

Members should not gather inside awnings, tents, motorhomes or caravans unless within an agreed government defined social bubble.

Campers should not let their children roam unsupervised around the campsite so they do not inadvertently break social distancing rules.

Outside Contractors.

Visiting contractors must be advised of club guidelines and a recorded kept of their contact details.

If You Become Ill on Site and have Covid-19 Symptoms

If you are the sole steward on site contact the DA secretary or another committee member as soon as possible.

Return home and follow the Government self-isolation guidelines.

Operational areas of the site should be closed until they can be deep cleaned if anyone on site becomes ill.

Instructions Stewards Running All Meets

1. All sites open at 5pm unless otherwise agreed with the Steward or Committee
2. Stewards should check with the land owner before any unit is sited and abide by any restrictions or requests made by the land owner
3. Stewards should place their own units in such a position that you can be readily seen and approached on arrival. A STEWARD sign should be displayed outside your unit.
4. Deploy all road signs at your discretion (without breaking any laws) and collect them at the end of the meet
5. Locate both DRINKING WATER SUPPLY and ELSAN POINT and mark with the appropriate sign.
6. A please sanitize the tap before and after use sign should be displayed
7. A 2 m social distancing reminder sign should be placed near the tap and Elsan point.
8. Stewards should welcome all campers and give them such information as they require. All units must be booked in on arrival and membership cards for each adult member must be shown.
9. Stewards are responsible for the siting of all units. The club rule, of 6m between units must be strictly observed. Pitches are not to be reserved as the system is first come, first sited.
10. All units, including CCY PUP TENTS should be sited 6m apart. PUP TENTS may be sited in the parent's area.
11. No toilet tent may be erected in the CCY Area without the permission of the Youth Leader or Steward. NO CARS are permitted to park in the CCY area. FRAME TENTS ARE NOT SEEN as CCY PUP TENTS and are therefore not allowed in the CCY area. Frame Tents are classified as a unit and will be charged accordingly wherever they are sited.
12. NO YOUTH UNDER THE AGE OF 16 YEARS will be allowed to camp on Club Sites without supervision, unless they have passed their youth test. Youth member who HAVE passed their youth test may camp unsupervised from the age of 14 years.
13. GENERATORS may be used with the consent of the Steward, who will inform the user of their responsibilities and what time restrictions apply.
14. BARBECUES may only be used with the permission of the steward. No communal BBQs are allowed. Sensible fire precautions must be taken..
15. Cars should be parked at the side of the unit.
16. The Steward is responsible to ensure that all necessary equipment for the meet is present.
17. NO COFFEE MORNING or social gatherings are to be held on site.
18. Due consideration must be given to the condition of the field when driving in and out of the site. LEARNER DRIVERS ARE NOT ALLOWED TO DRIVE ON SITE.
19. The SPEED LIMIT ON SITE IS 5MPH.
20. All rubbish is to be taken home.
21. No Noise after 11pm or before 7am.
22. NO TOILETS or part of a toilet should be taken to the DRINKING TAP for any reason.
23. All Pets should be exercised as directed by the steward and MUST BE ON A LEAD NO LONGER THAN 2METRES AT ALL TIMES whilst on site.
24. Waste water may only be tipped into field hedgerows and not around trees.
25. STEWARDS must ensure that all sites are left in a presentable condition at the close of the meet. Remember to close any gates.

REMEMBER: The steward is in charge of the meet. You have been appointed by the Committee and you will have their full support. All CLUB Rules must be adhered to. Other information can be found in the Camping and Caravanning Club Big Sites Book and on the club website www.campingandcaravanningclub.co.uk

The Committee wishes to thank you for BEING IN CHARGE of this meet and hope that you will steward again in the future.

Regards
WEDA Sites Secretary
www.westessexda.co.uk