



# Guidance Notes Inc DofE

It is a stated commitment of the Camping and Caravanning Club to accommodate Meets and Group bookings from qualifying organisations wherever possible on UK Club Sites.

This document is intended to clarify how the Club will ensure delivery against this commitment, who qualifies for preferential Meets and Group rates with the Club, and the booking and support process that will be followed for this type of camping.

Prices and deposits, which are subject to yearly change through Sites Committee agreed network proposals, are not included in this document.

## **1 - Who qualifies as a "Group?"**

Any formalised organisation or group can qualify. There is no need to hold any Exemption Certificates from the Department for Environment and Rural Affairs (DEFRA). Examples may include organisations such as Walking Groups or Owners Clubs who choose to camp together in order to socialise and pursue their common interests.

## **2 - Who qualifies for "Meets?"**

There are two types of "Meet" bookings, each attracting their own prices:

Club "Meet" – to qualify as a Club "Meet" the organisation must either be one of the Club's District Associations or Special Interest Sections.

Non-Club "Meet" – These bookings are for formalised organisations that form a camping group and are recognised by DEFRA and hold an exempted camping certificate.

Note – Members of a recognised camping group may also be members of the Camping and Caravanning Club, for example: The Pennine Owners Club.

## **3 - Who qualifies for "Young Persons" or "School" Group**

All Duke of Edinburgh Groups, Scout Groups, Guide Groups, Cadet Groups or School Groups must have a supervising adult present at all times unless solo camping is required as the Gold Reward.

## **4 - Other qualifying criteria**

Low and Mid-Season

To qualify the booking must be for 7 units or more and for a period of 2 days minimum up to a maximum of 9 days.

High Season

To qualify the booking must be for 10 units or more and for a period of 2 days minimum up to a maximum of 9 days.

Note - Subject to minimum qualifying criteria being maintained on all nights of a stay, the exact numbers in attendance can be fluid throughout the period of the booking without penalty.

All Duke of Edinburgh Groups, Scout Groups, Guide Groups, Cadet Groups or School Groups must have a supervising adult present at all times unless solo camping is required as the Gold Reward.

## **5 - Availability on UK Club Sites**

All requests for Meets and Group bookings will be considered and there will be no restriction on any dates that may be booked including Bank Holidays. However, each booking will be considered in consultation with the relevant Area Sites Manager taking into account other bookings, historical site occupancy and the capacity of the Site to accommodate the requested booking at any particular time of year. In consideration to other campers, the number of pitches booked for a Meet or Group should not exceed 50% of the pitches on a Club Site. If unable to accommodate a specific request, the Club will always endeavour to suggest an alternative for consideration.

## **6 - Recreation Halls**

All Meets and Groups may have access to exclusive use of the Recreation Hall between the times of 9:00am and 5:00pm on those Club Sites that have one. A charge for the use of the hall is applicable. Use of the Recreation Hall is also possible during the evening provided its use extends to all campers on Site. Use of the Recreation Hall is subject to

availability and can be requested when booking.

### **7 - Rally Fields**

A special field is available on selected Sites. This can be requested when booking.

### **8 - Length of stay/extended stays**

The maximum length of stay for a Meet or Group booking is 9 nights. Should campers within a Meet or Group wish to stay on Site over 9 nights or arrive early, the normal site fees are payable and subject to pitch availability on any excess nights over 9.

### **9 - Confirmation of numbers**

It is appreciated that at the very early stages of organising a Meet or Group booking, that it will not be possible to provide an exact number of units attending. However, to enable the Club to secure pitches on a Club Site in advance of an event and ensure no subsequent over booking, it will be requested at the initial booking stage that the organiser, based on their experience and expectations, provides an approximation of numbers, preferably split by pitch type required. It is understood that this will be an estimate only and these numbers can be altered at a later date, agreed directly with the Site, subject to pitch availability and site conditions.

If no numbers are provided at the initial point of booking, the Club will default the initial booking to the minimum number required to qualify for that type of booking on standard pitches only, pending any further advice or update from the organiser.

To ensure a problem free experience, the Club requests that 2 weeks prior to the commencement of the stay that the organiser of the event contact the Site direct to confirm the booking and discuss any final requirements. To help with planning this, the Club will issue a reminder to this effect nearer the start date. If contact is not made, the Holiday Site Managers may initiate contact with the organiser to ensure a happy arrival on Site.

Additional pitches may be booked direct with the Site at any time prior to the first day of the booking, subject to pitch availability and site conditions.

Following confirmation of details 2 weeks prior to the event, units/attendees may be substituted subject to the new unit being suitable for the pitch allocation, without penalty.

Additional units may turn up on the day and be charged Meet or Group rates, subject to pitch availability. Though every effort will be made to accommodate, no guarantee of being offered a pitch can be made for campers arriving without having first confirmed availability.

Pre Arrival Familiarisation visit: Following a confirmed booking and prior to the stay, the Group/Meet steward is allowed one free night camping, on one pitch, at the Site to familiarise themselves with the Site and its facilities, and introduce themselves to the Site Team. This must be booked through the UK Sites Department, Meets and Groups Co-ordinator, at Club Head Office and the specific date will be subject to pitch availability.

### **10 - Failure to meet qualifying**

If the number of units fall below the required minimum, the group will pay the difference/shortfall at Meet and Group rate fees, or alternately standard UK Club Site pitch fees will be applied and charged for each pitch occupied.

If the Meet or Group booking is cancelled less than 2 weeks prior to the event taking place, then any deposit already collected will be retained by the Club.

### **11 - Prices and deposit**

For latest pricing fees please contact the Meets and Groups Co-ordinator in the Sites Department based at Club Head office.

### **12 - On-site Meet and Group guidelines**

To ensure the smooth operation of a Meet or Group on arrival and throughout the duration of the stay, the following guidelines are to be followed by all:

- The event organiser from the Meet or Group is to be responsible for the Meet or Group and should camp on site throughout the duration of the event and is encouraged to arrive before the usual noon arrival time by arrangement with the Holiday Site Manager. The event organiser is responsible for co-ordinating checking in and pitching of the

attendees, following pitching guidance and instructions from the Holiday Site Manager, unless advised and agreed otherwise.

- The Event organiser (or steward) is responsible for collecting and making all payments to the Site office during or at the end of the stay. In the event of any shortfall in payments, the Holiday Site Manager's first point of contact will be with the Event Organiser or Steward to resolve.
- All members attending the event must report to Reception on arrival.
- Holiday Site Managers are responsible for allocating the area to be occupied by the Meet or Group.
- Members-Only sites may be used for Meets or Groups by the Club's District Associations, Special Interest Sections and other affiliated camping groups only.
- At the end of a stay the event organiser and Holiday Site Manager will jointly complete a Meet/Group summary form to provide feedback and raise any issues and suggestions for future improvement.

### **13 - How to apply for a Meet or Group**

Applications can be made direct with site or centrally through the Meets and Groups Co-ordinator in the Sites Department based at Club Head Office.

The Groups & Meets Co-ordinator  
UK Club Sites  
The Camping and Caravanning Club,  
Greenfields House  
Westwood Way  
Coventry, CV4 8JH.

For any further information or assistance please contact UK Club Sites Department on 024 7647 5326 or enquire direct with site.