The Camping and Caravanning Club

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Subject:	**Guidance for Stewards of Meets and Temporary Holiday Sites**
To:	**Sites Secretaries, NPSOs and Section & Region Sites Co-ordinators**
From:	**Membership Services Director**
Direct Line No:	**024 7647 5230**

The Club is permitted to arrange Five Day Meets (Meets) and Temporary Holiday Sites (THS) throughout the country without the need to obtain a site license normally required by planning legislation. It is so entitled because it holds a 'Certificate of Exemption' as described in the Caravan Sites and Control of Development Act 1960.

The following guidance is issued by the Exempted Camping Committee to assist Regions, District Associations and Sections in the stewarding of Meets and THSs (events) organised for use by members.

One named person, the Steward, is to be responsible overall for the conduct and safety of every event. It is essential that each event Steward be provided with a copy of this guidance. The Steward must also hold a valid copy of the Club's Certificate of Exemption for display and inspection during the event. Valid copies are distributed to Club units annually.

Members' camping units may not be left unoccupied over night at any Meet or THS organised under the Club's exemptions to the 1960 Act. Proof of Club membership must be shown by all participating members at all camping events.

Campers should not arrive prior to, or leave after, the advertised start and end dates, and must not occupy the site in the absence of a properly appointed Steward. To do so is often a source of conflict with the landowner and is outside the provisions of the Club's exemptions under which the events are held.

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Copied:

To National Councillors ✓

To Region Secretaries ✓

To Section National Secretaries ✓

To District Association Secretaries ✓

To Section Area Secretaries ✓

The Camping and Caravanning Club
The Friendly Club

Important Points for Temporary Holiday Site Stewards

1. Stewards of THSs should be provided with a supply of Membership application forms and a Members Guest Book prior to the event start date. Both should be obtained from the organising Club unit Secretary.

2. A non-member may camp within a member's unit upon payment of the necessary one-off Member's Guest Fee. A Member's Guest Book ticket should be issued for the duration of the stay at the event and is not transferable to another THS.

3. A non-member cannot stay at a THS with their own unit. To do so, they must enrol as a full member, and may join the Club at the THS, on completion of a Membership application form and payment of the relevant subscription, prior to pitching.

4. Overseas holders of a Camping Card International may camp at THSs, without the requirement of attending with a full Club member. This does not apply to UK based holders of a Camping Card International, who are still required to become a full Club member to attend THSs in their own unit.

Important Points for Meet Stewards

5. Attendance at Five Day Meets is available to all Club members, regardless of the organising Club unit. Camping fees at Meets should be the same for all Club members, and differential pricing for non-members of an organising Region, District Association or Section is not permitted.

6. Guest and non members are not permitted to camp overnight at Meets organised under the Club's exemptions to the 1960 Act. Day visitors however, are acceptable unless otherwise stated by the organising unit.

General Guidance for Event Stewards

7. A site sign should be displayed at the entrance of all camping events. Signs for both Meets and Temporary Holiday Sites are available free of charge from the Exempted Camping Department on 02476 475 198 or exemptions@thefriendlyclub.co.uk

8. As the person responsible for safety at the event, the Steward should ensure that any obvious dangers are highlighted to campers, and that the rules and best practice set out in this document are observed throughout the event. Regular assessments of the site should be conducted to ensure members' compliance with Club rules and best practice.

9. All vehicles must be restricted to 5 mph on the event field, and learner drivers are not allowed. Vehicles must be parked at right angles to any slope.

10. Excluding guy ropes, units must be at least six metres apart from adjacent units. This is a precaution against fire. Vehicles may be parked between units, provided that a three metre clear space is left within the six metre gap at all times.

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11. Children's pup tents can be classed as an integral part of a unit, in the same way as an awning, when they are occupied by children and when no appliance with a naked flame is used in or close to them. This means that a child's pup tent can be pitched close to the parents' unit.

12. Stewards may instruct campers to take down their awnings, gazebos and windbreaks on safety grounds, should it be deemed necessary.

13. Open fires are not generally allowed, except with the permission of the Steward and landowner, and in a mutually agreed location.

14. The use of barbeques should also be agreed with the Steward and be sited well away from tents, awnings and other units.

    Stewards should be aware of the potential danger to campers of carbon monoxide poisoning. The use of gas, petrol or charcoal barbeques within awnings or tents is not permitted due to the fire risk and danger of carbon monoxide poisoning.

    Should a Steward witness member's barbequing within a poorly ventilated area, the Steward may instruct the campers to cease the operation of the BBQ or oversee its relocation to a suitable area.

15. It is strongly recommended that all units carry a suitable BS/EN3 approved fire extinguisher or fire blanket, and that everyone should be aware of how to use the one they have.

    A bucket of water must be placed outside each camping unit as a necessary, near-to-hand fire fighting tool. It is also recommended that at least one extinguisher of AFFF 6 litre, or one 3kg dry powder extinguisher, is provided for use by the Steward of the event.

16. The use of gas cylinders, with a capacity greater than 15kg, are not permitted at Club events for supplying touring caravans, motorhomes or tents.

17. The use of gas cylinders to supply a camping unit via an external barbeque supply point is not permitted.

18. It is also advisable that each unit should have a first aid kit.

19. Where a site is selected that has a history or likelihood of members needing to move their units because of rising flood water, a flood plan should be in place and communicated to all participants on arrival at the event.

General Behaviour

20. Respect should be shown to the landowner's property, particularly trees, fences, buildings, equipment and stock.

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21. Dogs and other pets must be kept under control at all times. No animal is allowed to be loose on the site, and must always be on a lead not more than two metres long, if outside a unit.

22. The Steward may instruct any camper to remove their pet from the site if, in his or her opinion, it creates a nuisance

23. It is forbidden to fly kites or model aircraft at events. The use of catapults, airguns, firearms, bows and arrows or similar equipment is also not permitted. Ball games are acceptable only with permission of the Steward on an open space away from units.

24. Each pitch must be left clear of litter at the end of the event and a careful check should be made, before leaving the field, that no litter has been left behind.

25. Noise should be kept at a minimum from radios, televisions and other sources, such as generators, and there should be no noise whatsoever between 11pm and 7am.

26. Campers may only use generators with the Steward's permission. If a Steward considers the use of a generator to be causing a nuisance, then he or she may ask the camper to stop using the generator or leave the site.

27. When the camping ground is wet, cars may only be driven on the event field at the Stewards discretion, to prevent damage to the ground.

Waste Water / Grey Water

28. The arrangements made for the disposal of waste water must be agreed with the landowner and must take full account of the need to safeguard water supplies and to prevent pollution of rivers and streams.

29. The Steward is asked to give special consideration to waste water disposal point requirements at the time of the initial site survey. They should bear in mind that the disposal point should not be sited:

    a. Adjacent to a brook, spring, stream or river

    b. Adjacent to a well, borehole or adit

    c. In a gathering ground area for water supply purposes, unless authorised

    d. In the same area more than once in the season

    e. Potential sites, with a gathering ground as outlined in 28c, should be avoided unless arrangements have been made with the River Authority. If a Region, DA or Section is particularly anxious to utilise such areas, the appropriate River Authority should be consulted as early as possible in every case, and its advice sought concerning waste water disposal methods.

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30. Members must collect waste water in a receptacle, and should not allow it to overflow and foul the ground.

Chemically Treated Sewage / Black Water

31. The contents of chemical toilets must not be disposed of on the event site except into the disposal point agreed with the landowner.

32. A disposal point should be a septic tank, CDP holding tank, mains sewage or a dug hole, lined and pumped out as necessary. Holes should be filled with the excavated earth at the conclusion of the event and, where possible, the disturbed turf replaced.

33. The arrangements made for the disposal of chemically treated sewage must take full account of the need to safeguard water supplies and to prevent pollution of rivers and streams.

34. There must be a clear differentiation between drinking water taps and water supplied for cleansing chemical toilet cassettes. The two uses must never overlap. Chemical toilet cassettes must not be cleaned or charged at drinking water taps.

35. It is recommended that event participants, who use their own chemical toilets, ensure that they are properly charged with one of the biologically based toilet fluids.

Refuse / Dry Waste

36. Members attending Meets must take their refuse home with them if receptacles are not provided. Refuse receptacles must be provided at THSs and members should not be expected to take their dry-waste away with them.

37. At events where refuse is to be collected, refuse receptacles should be used and the subsequent disposal of the contents should be agreed with the landowner. In particular, the Steward is asked to ensure that:

    a. The landowner undertakes the proper disposal of the refuse, or

    b. The Local Authority is requested to collect the refuse, or

    c. Where an independent contractor is engaged, they must be a licensed carrier. Licenses must be inspected by the organiser each time a contractor is engaged.

    d. Refuse should never be emptied into the chemical disposal point.

Vehicle Maintenance

38. Essential repairs to vehicles may be carried out so that an unserviceable vehicle can leave the site, but maintenance and servicing are not permitted.

    Stewards may use discretion to allow vehicle and unit washing, provided it can be done discreetly, away from campable ground and with suitable drainage.

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Trading

39. Trading is not permitted at Meets or THSs, unless authorised by the Steward. Touting and commercial advertising are forbidden. Campers must not advertise services or goods for sale at events, except with the permission of the Steward. Notices may not be displayed on a unit, advertising anything whatsoever. A firm's car or van, which has the firm's name and description on the sides, is acceptable.

Road Safety and Access

40. Consideration of local road conditions needs to be taken when organising vehicle movement on and off the site.

41. Venues chosen should be situated on good access roads, offering sufficient width to enable members' outfits to safely pass any other traffic which may be encountered without difficultly.

42. The access into the Meet or THS field should be at least three metres wide, easily negotiable and clearly indicated.

43. Where possible, avoid selecting a venue where the access is directly onto a busy 'A' class road.

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