

## Guidance Notes for Outings

### organised by members of Horsham Photographic Society (Issued 7 October 2015)

Outings are an integral and enjoyable part of any healthy club, when members have the opportunity to join others to explore new areas. In a group setting we can experiment with photographic techniques in a safe, sociable way and a comfort for single members. Also there is a greater tolerance of a group of photographers than a lone one.

In order to maintain the ethos and good reputation of Horsham Photographic Society (HPS) at all times, the club committee are endorsing the content of this guide for use by the organiser of an outing. It covers the essentials of communication, safety and comfort.

There are two roles identified for the co-ordination and leadership of outings:

#### **1. The CO-ORDINATOR, who:**

- is responsible for the calendar of outings, to minimise date clashes.
- advises on proposed itinerary, based on previous good practice.
- offers admin support including poster production, and collecting names.
- will assess an outings success and learn from any short-comings for next time.
- annually reports to committee on previous year's outings programme.
- ensures that the leader complies with the guidelines for insurance purposes.
- maintains a record of the outings organised (dates and venues)
- forwards the location and list of participants, from the Outing Leader, to the Secretary of HPS.

#### **2. The OUTING LEADER, who:**

- is responsible for the planning of the itinerary of the outing – suitability of, and interest in, chosen location, risk assessment, mobility issues, travel type & times, route, refreshment stops, any on-site restrictions & pre-payment of any group booking etc
- discusses the draft outing itinerary with the co-ordinator.
- creates a sheet recording location, date, list of participants and their details.
- communicates by email with the participants *before the outing* – itinerary, weather, due payments for bookings etc
- exercises a duty of care during the outing – singles, communication, comfort, Plan B
- produces a group photo and short write up for the Archive book
- discusses progress/outcome of outing with the co-ordinator
- to follow the guidelines in order to comply with insurance requirements
- forwards a record of location, date & those attending to the Outings Co-ordinator

#### **3. OUTINGS PARTICIPANTS PLEASE NOTE:**

- All participants of an outing are reminded that, for both Health & Safety and for insurance purposes, they are attending an outing on condition they agree to follow this itinerary as part of the group, and follow the leader's advice.
- Participants must tell the leader if they intend to leave the group to do their own thing.
- Participants are visiting a public venue and HPS cannot be held liable for participants' personal safety, nor that of their equipment, both of which are their own responsibility.
- As the outings are for those interested in photography, they are therefore not suitable for children under the age of 11 years old. Those over this age are welcome, if they are interested in photography, and at the leader's discretion

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### OUTING GUIDANCE for the LEADER

*Using best practice from previous outings, a step by step guide on when to do what.*

#### Preparations BEFORE the day:

1. Choose a **location** with which you are familiar, & have visited recently to check it out.
2. **Risk Assessment:** Be aware of risks & how to minimise problems:
3. SAFETY – mobility, accessibility, hazards, getting lost & communication, group size.
4. COMFORT – location of public loos & refreshment; shelter from bad weather & travelling times.
5. Choose a suitable **Date:** A backup date is useful too, for cancellation due to weather.
6. **Group Booking:** check prices & availability with any operator, for lunch or an activity group booking. Only book provisionally until you have a good idea of numbers & receive payment up front. Never use your own funds to pay for a block booking & don't accept "I'll pay you later" from members.
7. **Transport:** Keep the travel times reasonably short & in social hours.
  - Train: They are responsible for buying their own train tickets. Either meet on Horsham station or at the destination.
  - Car: Encourage car share by tallying drivers with passengers & check singles are included. Passengers are asked to contribute to the fuel costs of the driver.
8. Discuss proposal with **the Outings Co-ordinator** or member of the committee before proceeding.
9. Produce a **Poster** about 4 weeks ahead & distribute by email to all members via the club secretary. This assesses level of interest and should include:
  - a. Location & date of the outing with attractive appearance
  - b. Your email & phone number for direct enquiries
10. Request for personal email addresses & mobile numbers for communication before & on the day.
11. Booking deadline date a few days before the event, so you know who is attending.
12. Announce the outing at a members' evening & display the poster on the notice board.
13. Produce an **Itinerary** – email to people who have booked– all have a copy to take on the day
  - a. Timetable for whole day. Note the pace is slow as we take photographs, so be realistic regarding distance covered, times & variety of venues.
14. Highlight meeting points/times every hour or so, to hold the group together.
15. Give your mobile phone number (*for use on the day only*)
16. Produce a **Contact** list which you take with you on the day
  - a. Gather the details of those who have booked onto this list.
  - b. Email addresses so you can email the itinerary directly & other communications.
  - c. Mobile phone numbers – to be used on the day only, if anyone is lost or last minute change of plan etc
17. Phone numbers & location map of operators with which you are booked.
18. **Day Before** – weather check & email your decision whether to go ahead.

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### **Actions ON the day:**

1. Check you have the contact list & itinerary with you
2. Be at the initial meeting place in good time.
3. Make a list of all participants that attend the outing.
4. Remind all of the agreed itinerary & meeting places. Ask those who want to do their own thing to let you know, so you do not worry about them being lost.
5. Be aware of singles & include them in all activities.
6. At the destination, start the tour at the agreed time. Point out public loos, as well as things of interest and possible photo opportunities.
7. All day keep an eye that the whole group is present.
8. Get a group photo taken.
9. The group are adults and responsible for their own safety. However, it is wise to advise of possible hazards, keep an overview of the itinerary, & wellbeing of the group during the day.

### **AFTER the day (within a week):**

1. Create a short outing report + the group photo for the HPS archive. Email it to the Archivist & send a copy to the Outings Co-ordinator
2. Send a copy of the location & list of participants to the Outings Co-ordinator
3. Create a digital folder of all relevant information, which could be used to repeat the outing in future years. Send a copy to the Outings Co-ordinator.

**We are grateful to you for leading an HPS outing, which adds variety to the programme.  
Feel satisfied that you have made a very useful contribution  
to the enjoyment of members of the HPS.**

**Thank You**

*Horsham Photographic Society is affiliated to the Photographic Alliance of Great Britain through  
the Surrey Photographic Association & Member of the Sussex Photographic Federation*

*H.P.S. has full Public Liability Cover*