

Bremex Mountaineering and Climbing Club

Weekend structure: roles & responsibilities

Weekend Structure

The weekend organiser is responsible for organising and choosing the theme for the weekend e.g. scrambling, wild camping, navigation. They are also responsible for producing a weekend plan (see roles & responsibilities below) and sending it out to club members at least 3 weeks prior to the weekend. Members attending the weekend should contact the weekend organiser as soon as possible.

All group leaders and facilitators should read Bremex MCC guidance for volunteer leaders. In the event that a weekend leader or facilitator has to cancel through sickness or change of circumstances they should contact the weekend organiser as soon as possible so that alternative arrangements can be made.

Led groups

The weekend organiser groups the members attending into levels of experience and allocates a volunteer leader according to experience.

To ensure adequate preparation, information is provided to volunteer leaders prior to the weekend about the type of weekend they will be leading. Volunteer leaders will plan the weekend and submit a route plan, or request that one of the group members prepares one for submission, and will ensure they have a weather forecast. Leaders are encouraged to contact the individuals in the group prior to the weekend.

Peer groups

In advance of the weekend, the organiser groups the members attending into levels of experience and appoints a group facilitator.

Members will be encouraged to contact each other prior to the weekend to decide what they want to achieve, prepare a route plan and make sure they bring the appropriate equipment/clothing. Check the weather forecast.

Members of the peer group will be encouraged to prepare for the weekend by reading up on the skills they want to practice and bring prompts to share with the group e.g. diagrams of ML rope work, a checklist of navigation tools, information from training events.

Roles & Responsibilities

Weekend meets organiser

- Producing and sending out weekend plan, to include meeting time and venue, details of themed planned activity e.g. security on steep ground,

scrambling, wild camping, and an accommodation list. (Huts and Camping organiser will produce accommodation list for each venue)

- Providing information about shared transport of arrangements.
- Organisers will be responsible for finding out who is attending the weekend and introducing members of similar experience to each other.
- Allocating leaders with more experience to led groups and allocating workshop facilitators to peer groups.
- Ensuring that group leaders and facilitators understand their roles.
- Ensuring new members are welcomed and provided with relevant information.
- Receiving & checking route plans.
- Providing a current weather forecast.
- Ensuring kit checks are carried out.
- Encouraging groups to adhere to agreed timetables for the weekend.
- Checking return of groups.
- Writing and emailing to all members a review of the weekend with photos.

Weekend group leaders

- The Club follows the guidance within the *BMC Club Guidance Notes*.
- Individuals leading groups select objectives within the theme of the weekend that would normally be within their capabilities, and those of the group.
- Individuals leading groups should:
 - i) have an awareness of foreseeable hazards
 - ii) make those hazards clear to those involved
 - iii) minimise those risks where possible
 - iv) be aware of appropriate actions to take if an emergency situation occurs.' (Ref: BMC Club Guidance notes Leadership and Duty of Care)

To ensure the above is happening:

- All Group Leaders will submit to the weekend organiser prior to the meet: a plan of their proposed activities and a route card with escape routes marked.
- Prior to leaving each group will carry out a kit check to ensure appropriate clothing is being worn and appropriate equipment to the activity is taken on the hill.
- All group leaders and group members should obtain an up to date weather forecast prior to the weekend.

Weekend group facilitators for peer group workshops

Facilitators are not responsible for leading the group. Members participating in peer group workshops do so on the understanding they are not lead by a more experienced member but that each member of the group is of similar experience. The purpose of the group is to facilitate each others learning.

The facilitator ensures the following:

- That a plan is agreed by the group about the activity and timescales proposed for the weekend.
- That all group members are aware of what is planned.
- That group members research good practice for the skills and techniques they wish to practice prior to the weekend. This may involve bringing information from training courses or training manuals to share.
- That group members are encouraged to discuss their mountaineering judgment and decision making.
- That at least one person in the group submits a route plan including escape routes to the weekend organiser.
- That at least one person obtains an up to date weather forecast for the weekend.
- That group members agree what equipment they need to take.
- That the group does a kit check before going on the hill.
- That group members are encouraged to keep to previously agreed times of departures, arrivals and activities to ensure the most is gained from the weekend.