

CHECK LIST FOR LEADERS

A. November to January

1. Plans and Objectives

You should be thinking of these in terms of the age group of the expedition, possible and desired projects, equipment available, (e.g. boats, canoes) and the site of camp. You should liaise with the Director i/c Site Files who will provide you with detailed information on your site.

2. Communications

You should collect, and possibly duplicate, the names, addresses, telephone numbers of people with whom you will be dealing, e.g. directors, executive officers, expedition officers and members, and especially any useful on site contacts. Re the various methods of communication ...

a) letters - aim to reply within a week of receipt:

- use of Society's headed notepaper gives legal cover for correspondence with the general public.
- use lowest postal rate where possible.

b) circulars - duplication is your responsibility but the Secretary will help if this is difficult; enough must be provided so that every member of the Management Committee can have one. Send these to the Secretary for distribution with other information.

c) reports - these, to be posted to the Director of Expeditions at prescribed times for discussion at each Management Committee meeting, should include progress, plans, doubts and queries.

d) telephone - is expensive and cannot be filed for future reference

e) records - keep methodical files and written plans at each stage of the operation.

3. Officer

It is never too early to think of officer requirements. Write to Director i/c Officer selection early with suggestions and requirements. Think in terms of your expedition plans, objectives, projects and appropriate character. Whilst you can suggest and ask for officers both within and out of the society, the ultimate decision must rest with the Director i/c officers. He has to balance the various expedition needs. You will certainly need a camp administrator on whom you can rely and a doctor.

4. Projects

You should liaise with the director i/c projects and past leaders to see what has been done on previous expeditions. Officers should suggest their projects early, with alternatives. Try to encourage some projects from the boys themselves. Officers should be in touch with the executive officer for their particular subject.

5. Site

Study the area to be used with maps, slides, past leaders' reports, and relevant books. Consider means of reaching it.

6. Equipment

Contact the executive officers or directors responsible for food, equipment and boats. Find out what you will be getting.

7. Owner of the site

Write to the owner of the site, introducing yourself and asking permission to visit the site and if possible him/her.

B. February to March

1. Members

Applications forms from boys who have been accepted for your expedition will begin to come in from Mary Jones. Check the indemnity statement is signed and as soon as possible write a personal letter to the boy and also to the parents.

- a) to the boy
 - welcome to the expedition;
 - introduce yourself as leader
 - if he is new to the SHS a brief outline of what the expedition will be doing;
 - outline general plans
 - urge study of the island for ideas of projects;
 - encourage him to write back with ideas;

- b) to the parent-
 - pleased that their son has been accepted for the expedition;
 - introduce yourself as leader;
 - brief outline of expedition aims;
 - reassurance about travel, safety, insurance and ability of officers.

2. Discipline

Consider with your officers what rules you are going to apply on the expedition. Carefully read the Society Rules on Water, Climbing and Walking Safety and ensure that the Officers and boys are made aware of these. Bear in mind the site and age group of the boys concerned.

Rules should be MINIMAL, CONSISTENT, ENFORCEABLE and EXPLICABLE

3. Consideration of more difficult problems.

You should very carefully consider the problems which may arise with smoking, drinking, drugs and homosexuality. Above all else it must be remembered that the leader is both in loco parentis and the guardian of the good name of the society.

Smoking - should be discouraged and you may well feel that it should be banned entirely.

Drinking - should be actively discouraged. Remember that nobody under the age of eighteen is allowed by law to buy or consume alcohol on licensed premises. This should be forcibly pointed out to both officers and boys and the former should be asked to co-operate fully.

Drugs - has never been a problem but it is quite likely to occur. In this case there is little latitude for discretion. As a general rule the offenders must be reported to the police and sent home.

Homosexuality - can often be dealt with discreetly. Be aware of the possibility of its occurrence

C. Easter visit to site

1. Planning

To be of maximum use, this needs to be well planned in advance. Liaise with other Leaders, directors and executive officers because you might easily be able to co-operate and share out the work. With your camp administrator decide policy on washing and bathing, water purification, use of loos, siting and cover of wet and dry pits. Check on these when you are there.

2. Actual visit

You will need to check the following:-

- water supply
- drainage of the tent sites, will the tents fit the site.
- shelter
- marquee sites
- harbour or beach for boats
- nearest roofed building in case of emergency
- nearest inhabited house
- nearest telephone
- methods of access
- tides
- presence of farm animals
- likes and dislikes of the landowner (past leaders often useful)
- nearest police station... telephone number
- nearest Army or Navy base " "
- nearest G.P. " "
- nearest hospital " "
- local Calor Gas dealer... address

D. April to June

1. Confirmations

Confirm in writing oral arrangements made with people during your Easter visit.

2. Advance and Rearguard parties

If possible you should select these in April and begin to work out what work they will be required to do. The Management Committee enables you to liaise with the people in charge of transport and stores and with anyone who you will be handing over to or taking equipment from. If you are an early expedition it is vital to impress on your rearguard to leave the equipment in good condition and to make a good link up with the next expedition. Emphasise their responsibilities and the cost of any mistakes. Detailed plans must be made for their tasks, travel, subsistence and finance, distributed to the members of them, and kept up to date with any subsequent alterations.

3. Circulars

- a) Aims
 - to keep all members of the expedition in touch with plans.
 - to introduce officers and members to one another
 - to prepare members for duties and ideas of project work

- b) copies
 - one to parents;
 - one to boys;
 - one to officers;
 - one to every member of the Management Committee; send to Mary Jones for distribution;
 - one copy filed
 - one copy retained to be sent later to the Home Agent

- ✓ c) first circular - should be sent immediately on return from visit to site;

ABLE TO DO IN ②

- ✓ - give definite dates of the expedition and outline travel schedule;
- X - introduction of officers and boys, and of projects and activities planned.
- X - mention the equipment that will be needed and which will not be provided by the Society;
- ✓ - brief enthusiastic description of site, with map reference;
- X - safety rules

- d) second circular emphasise clothes requirements;

- ✓ - give recommendations on pocket money;
- ✓ - mention medical points, e.g. anti-tetanus
- ✓ - send out Home Agent forms and ask for speedy return;
- ✓ - details of sections and tents;
- ✓ - detailed travel arrangements, perhaps having to mention that the ticket may be sent later;
- further project information, including any feedback from members;
- this circular should be sent out by the end of May;

✓ + full address list

- e) third circular
 - sent out a fortnight before the expedition leaves
 - final travel details, including personal instructions to each member plus tickets; it is essential that an officer travels with large groups of boys e.g. from London.
 - give details and address of Home Agent; you will be told this; emphasise only to be used in case of emergency.
 - exact details of how and where you can be contacted over the next fortnight; it is vital that you can be contacted;
 - repeat Safety Rules

- f) officers' circular
 - give ideas for planning projects;
 - emphasise the responsibility of their position. Ensure that they return the undertaking that they will have to sign.
 - mention any special problems of the island;
 - can be sent out when all your officers are recruited.

- g) DEPUTY LEADER You should recommend one of your officers for the post and inform the Director of Expeditions of the choice. The Board will consider the recommendation.

E. July

1. Communications

It is vital that you can be contacted; let everyone connected with the expeditions organisation know your whereabouts.

2. Home Agent - Director of Expeditions

These will be your main contact with parents etc. during the expedition and both must have all details of next-of-kin's telephone numbers, addresses and contactability; all emergency plans must be laid out in detail, and also how the expedition can be contacted; this is most important. (copies of this information should be made available on the expedition itself - ensure that officers know where it is to be found.)

3. Emergency

It is very important to carry out basic instruction for all expedition members in the first two days in -

First Aid

Safety Rules

Use of Flares

Emergency Procedure

The construction of a stretcher is also recommended.

4. Finance

You will receive £50 petty cash from the Treasurer for emergencies and tips. Aim to return as much as possible; keep a detailed breakdown of any expenditure.

7. The Expedition

1. Bills

Get any bills made out to the Treasurer, and have them sent to him. Keep a detailed check on any expenditure and let him know what bills he can expect.

2. Public Relations

Ensure that the best possible impression is made on the public, by good manners and hospitality. Always express thanks for services rendered. Remember that the pace of life is different and we must adjust to their way of life.

3. Emergency

It is not only vital that you know what arrangements have been made for an emergency, but also that it is written down clearly so that your officers can act if necessary. A copy should also be sent, with all other details to the Home Agent and the Director of Expeditions.

If a serious accident occurs, first contact the necessary emergency services and then the Director of Expeditions who will contact the Home Agent. Do not make any statements to the press. Keep the exact details of how the accident happened. Your main duty will be to keep the rest of the expedition calm and happy.

You will be given further advice on these very important matters.

G. August and September

1. Letters to boys and parents

Separate letters, personally written, should be sent, and a positive comment is often welcome. It is useful to follow up your comments re the Society report and the Conference that you made on the expedition.

2. Bad Reports

Any bad report you wish to make on any boy (with a view to next years' expeditions) should be sent to the Director for Membership Application.

3. Officers' reports

Send a detailed report on each officer to the Director i/c Officers

4. Expedition Report

You should write a detailed report on every aspect of the expedition, preferably duplicate it and send to Mary Jones for distribution before the September Board Meeting. You should be present at this meeting to present this report.

5. Society Report

Collecting articles from members, edit them if necessary and send on to the Editor of the Report well within his deadline.

6. Site Report

Fill in and return this to the Director i/c Site Files.

H. October to December

1. Members

Maintain the interest of boys and officers by letters and circulars with results of projects etc. and Conference reminders.

2. Prospectuses

Distribute next year's prospectuses (two to each member) with encouragement to advertise the society amongst their friends. A personal letter often is most effective.