

Staff Manual for Weekend Camps

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Introduction

All Staff

Folk Camps relies on the dedication, professionalism and passion of its staff. Every year, our dedicated staff give their time and effort to make every Folk Camp special. Without our staff, there would be no Folk Camps so we thank you for committing your energy and time into staffing this camp.

These notes are written with 'normal' weekend camps in mind. For the 'speciality camps' - musicians, dancers, singers etc - some (hopefully) obvious adjustments will be needed.

Every Folk Camp needs a 'base offering' that any camper can expect – whether it's their first time or if they've been to Folk Camps for decades. No knowledge should be assumed, and nothing taken for granted. Activities should be clearly communicated and inclusive with no unspoken rules so that Folk Camps remains an approachable and welcoming community for everyone.

In this manual you will hopefully find helpful advice and wisdom which has been drawn from many years of experience and by trial and error. What is outlined here should be the foundation on which the camp is built. Of course you should also put your 'own spin' on running the camp as this gives Folk Camps the exciting and unique energy that keeps people coming back.

This staff manual should be read in conjunction with Folk Camps Policies - <https://folkcamps.co.uk/policies-and-legal/> - where there are more specific details and information on any particular issues you may encounter. The latest versions of these policies will always be found online on the Folk Camps website, and there is a summary and links to individual documents at the end of this manual.

Thank you again for the work you will do. Remember, Folk Camps should be fun for the staff too!

Before camp starts

All staff

Letter to campers

It is recommended that staff communicate with each other before the camp starts maybe by a Zoom meeting a few weeks before the start of the camp. You can then explain your staffing style and discuss any plans you may have.

Folk Camps policy is that all staff should send out a joint welcome letter to all the campers containing both general and specific information relating to your particular camp. Most of this text can be the same for each camp, but the letter should highlight any special plans and include the links to music for workshops etc.

To help you with this, a starting template can be found below. Every Folk Camp is different, and it is far better that you personalise your weekend and this letter in your own way. When you have consulted with the other staff members and finalised what you need to write, please send it to the Administration Manager. It will be checked and Folk Camps reserve the right to alter small details if necessary. It will then be sent out to all the campers booked on your weekend. It is important that the letter is received by campers at least 2 weeks before the start of camp, so please send it to the office in good time. Double check everything as it does not give a good impression and takes time if there has to be a second mailout.

Dear Campers

On behalf of the Folk Camps staffing team, we are looking forward to welcoming you to your upcoming weekend at Folk Camp! This letter contains some information regarding the camp that you might find useful so please read it carefully!

The postal address of the camp is: (will be filled out by Admin Manager)

What3words: (will be filled out by Admin Manager)

Map reference: (will be filled out by Admin Manager)

Further special information regarding driving to the site - especially for people towing caravans or driving motorhomes:

Please do not arrive on site before 16.00.

*Please advise the office **by replying to this email** if you are likely to arrive very late. The Warden will advise you during the weekend about the times the hall and camp site must be vacated by at the end of the weekend.*

As always with Folk Camps, every weekend is different, but you can safely assume that there will be a wide variety of workshops on offer during the weekend. If you think you would like to offer a workshop, then please let the leader know either before or when you arrive.

(you may like to put a contact phone number or email address?)

As a special event during this weekend, we are planning to so please come prepared.

Don't forget to bring your instruments, music stands, clogs, morris kits, calling cards and anything else that you think you might need! Whether you have been coming to Folk Camps for years, or it is your first time, lots of other advice can be found in the Campers Guide which is on the Folk Camps website here.

The music that will be used in the workshops can be found here / attached. Please print your own copy out and bring it to camp with you. Please let us know ASAP if you have a transposing instrument and need Bb or Eb copies. You can do this by emailing the office. We may also use some tunes from The Unexpected Polka book and Join The Band so please bring along a copy if you own one. Make sure your name is on it!

Looking forward to meeting everyone and having a great Folk Camping weekend!

Booking List

As a member of staff, you can ask for a list of people booked on your camp at any time.

The Administration Manager will email a list of people booked on your camp a couple of weeks before the start date. This will contain names and details of your campers skills and talents, e.g.: musicians, callers, and so on. This list is confidential and should not be left where other people can see it. Furthermore, it should be deleted and / or destroyed after the camp has ended. Don't disclose any information contained in it to any other person. Just before the camp starts, you will receive a final list with the last minute adjustments that always happen. This can be on the morning of the day camp starts!

Folk Camps Insurance

The Confirmation of Public Liability Cover and a list of excluded activities is in the Wardens File. Folk Camps are NOT insured for tree-climbing, fireworks, dangerous sports, archery etc.

Defibrillator

Please remember to make yourself aware if there is a defibrillator in or near the hall when you arrive. In the unlikely event that it will be required, all camp staff should familiarise themselves with how to use it.

We suggest that you watch this instruction video before going to camp:

<https://youtu.be/xouPVQgqrSk?si=Q8clPGMI-X1seB2O>

Staff Aims

Your task is to ensure to the best of your ability that the camp delivers a happy, well-organised holiday weekend. It is a team effort, but the leader has overall responsibility, and it will be them who is the final arbiter in any disagreements or differences of opinion.

Try to ensure that:

- There are no breaches of regulations which might invalidate the Society's insurance
- The local community is not inconvenienced by any of the campers activities
- The camp operates in a safe and hygienic manner
- This Management Manual is adhered to as far as it is practicable
- Folk Camps is a secular and apolitical organisation so any endorsement by camp staff of a particular religion or political view is inappropriate and should be avoided
- Try to make sure no-one gets left out. Remember there may be people who don't want to join in straight away so don't pressurise them too much. Everyone is different!
- Both you and the campers are having fun!

Before Camp Starts - Leader

You have been chosen to lead, but most importantly you are part of a team. Every leader has their own leadership style and that is what helps make each Folk Camp unique. If problems or disagreements do occur either within the team or within the camp, sit down with the other staff members and attempt to arrive at a consensus decision.

Workshops

With the exception of the musicians workshop which traditionally starts at 09.30, Folk Camps workshops are mostly community-driven and facilitated by campers. Anything and everything is possible. The leader and musician should establish what is wanted and what campers and staff can offer. It may be useful to pin up two lists: workshops wanted and workshops offered. Set the timetable that is most convenient for participants. Alternatively, ask them to meet and fix their own time and location. It is fine for some workshops to be daily and others run on a one off basis.

Camp Outings

Campers like to undertake outings as a group. You don't need to spend a long time organising something - you may just like to indicate a particular day for a visit to a specific tourist attraction. Many will follow your lead. Remember that if you organise and advertise a 'camp event' then there are more health and safety checks that will have to be made. Sometimes, it is better if you just say "I am going for a walk on Sunday afternoon if anyone wants to join me they would be most welcome".

Pub Session

You might consider a pub session at a nearby pub. Make sure you contact them well ahead of the weekend to warn them what might happen - singing / dancing etc. Not every pub wants or is prepared for a large number of customers arriving at once, nor may they allow or want music to be played. However, many of our regular camps have pubs where campers go every year, so the pub may need just informing when the camp is taking place.

Try to take some of our marketing literature with you and suggest that campers talk to and tell the pub customers about Folk Camps. If the pub has not been sufficiently warned of numbers, don't be surprised if they are very quickly overwhelmed and there are long queues for both food and drink.

Cocoa Time Circle

After some early evening dancing, it is usual to hold an 'open circle' immediately after all campers have collected their evening drinks. An item is usually passed around the circle to give people an opportunity to perform. This performance can be almost anything - a song, tune, dance, poem or a joke or news of a good place to visit. This special and unique time is the very essence of Folk Camps. It is especially important to encourage people who are not used to performing, but also to reassure new campers that they don't have to do something.

Calling for dancing

It is likely there will be several callers on camp but that may not always be the case. Whatever your level of expertise, you should act as a facilitator, and not call every dance or all evening. Encourage others and, if

possible, organise some workshops during the weekend where potential future callers can learn. The hardest time to call is early in the evening where flexibility is the main requirement. Therefore, this is not generally a good time for inexperienced callers.

It is helpful to go through the basic figures of Folk Dancing for any new dancers early in the weekend. It will help both you and other callers later in the weekend if everybody knows the basics. There are many examples on YouTube on ways of teaching, but here are a couple of suggested links that might be useful to watch to see how others explain some of the basic principles.

<https://youtu.be/14nxFdcaKWA?si=UllpVc3iSHyXqtA>
https://youtu.be/I0jAwoSThjM?si=0QIUk5rQyn_-E_Pp

Each evening's dancing should include a balanced program of dances differing in energy and complexity, so that no-one is excluded. If there are any special dances that need specific tunes, please inform the musician in plenty of time. They might like to include this special tune in their workshop music.

Before Camp Starts - Warden

The Warden is responsible for the effective running of the site.

Please ensure that the leader of the weekend knows from what time you are happy for campers to arrive. This information should be included in the letter that is sent out before the camp starts. (See above). The default time in the letter is 16.00.

A couple of weeks before camp, the Administration Manager will send a number of documents to you by post. These will include notices that need to be displayed in the hall, and forms and sheets that may need to be filled in. All contact details for suppliers of toilets, skips (if applicable) and details about the hall and where to get and return the key.

The warden will need to purchase provisions in advance of the weekend. It may be that there is still some stock remaining from a previous camp that is being brought along. If that is the case you should have been notified beforehand. The Administration Manager will forward money to you in advance (typically £150) if you supply your bank details, or alternatively they will repay you as soon as you have sent the warden's account sheets back to them at the end of camp. (This 2nd option is easier for the Administration Manager).

Your attendee list will tell you who is bringing a caravan or motorhome. Folk Camps Society holds an exemption certificate regarding planning laws so there is no restriction on the number of units permitted on each site. Please ensure that caravans and motorhomes are pitched in accordance with the Folk Camps Society Code of Conduct for sites. (See page 15)

Your camp may have been provided with a set of amplification equipment in a plastic box with instructions and a list of contents on the lid. The musician is responsible for its use. You must ensure the system is turned off at 23:00 or 23:30 depending on the individual halls conditions - and the musician and leader.

The Administration Manager will supply you with a list of those booked. All balances should have been settled one month before the camp started, but any person arriving who has not completed their payment must pay the full camp late booking price.

You will also be informed of the maximum capacity for the site. Casual arrivals may be accepted by arrangement with the management team, but only up to this limit. Please charge fees according to the Folk Camps charging rates. These will be included in the Warden's Pack.

Key 'musts' you will need to do.

- Make sure campers are aware where the Warden is camping
- Instigate traffic management appropriate to the field and weather conditions
- Explain the running of the camp at the introductory meeting and the contribution required from campers, including the basic hygiene rules, the availability of emergency services, location of first aid kit and fire extinguishers, control of dogs etc.
- Arrange for volunteers to undertake the duties
- Take over the Risk Assessment previously carried out and carry out your own assessment, including site specific risk
- Display general site risks and complete daily check sheets
- Ensure that only cleaning products detailed on COSHH forms are used (These are to be kept in the H&S folder)
- Be prepared to present your documents for checking by anyone authorised to do so, including a Folk Camps nominated health and safety representative once during the weekend
- Check that all booked campers have arrived and identify any extras
- Ensure that the amplification/PA system is turned off by 23:00 or 23:30 depending on terms and conditions of the hall
- Maintain accounts and monies as detailed. Please try to be as clear and as legible as is possible
- Maintain the camp Log Book and return it to the Administration Manager at the end of the weekend
- Fill in details of any accidents that may happen on the accident form. It is the Wardens responsibility to report any accidents by filling in the accident form. It is very important that great care is taken in filling it in correctly and in detail
- Under no circumstances should any Folk Camps money be used to buy any 'party food' at a weekend camp.

Warden's Master File

The Administration Manager will send you the Warden's Master file by post a couple of weeks before the camp starts. This will contain:

- Camp Health and Safety Record (to be completed daily)
- Warden's Log
- Warden's Account Sheet with examples
- Rates Sheet
- Visitors Register
- Risk Assessment Forms
- Accident Forms with examples
- The Event Check List and Manual
- Photo Policy
- Health and Safety Policy (to be made available for reference by anyone on camp)
- Dogs Policy
- Safeguarding Policy
- Folk Camps Code of Conduct for Camping Sites
- Employer's Liability Insurance
- Staff Handbook and Management Manual
- Empty Plastic Wallet for Receipts

Plastic Wallet containing:

- Suggested list of Provisions to buy in advance of camp
- Services Information Sheet (Hospital location etc) to be displayed on hall notice board
- Health and Safety Policy and Parent Guidance to be displayed on hall notice board
- Dogs Policy to be displayed on hall notice board
- Photo Policy to be displayed on hall notice board
- Governing Members application forms
- Comments Box Slips

- Camp Duty Roster

There is also a summary of various policies at the end of this manual. To see the complete document, please click the underlined link.

Before Camp Starts - Musician

Musician General Duties

The Musician's job is to co-ordinate the musical demands of the week and facilitate other musicians, working with the leader and as part of the staffing team. You don't have to play all the music all the time for all the workshops (apart from the 09.30 workshop) but should instead delegate as you see appropriate.

You may get asked to provide a whole spectrum of music; if you cannot provide what's requested, try to find someone on camp who can.

Folk Camps encourages both learning from musical notation and playing by ear. It is generally considered wise to be armed with sufficient music to present and run for the duration of the weekend. As a guide for a weekend camp, you may need approx. 10 tunes to work on but this can vary significantly depending on your teaching style and the tunes and arrangements chosen.

Music should be available in advance with a link to the pdf's being included in the leaders letter. This will give people an opportunity to practice and also to transpose where necessary. Try to include a variety of types of tunes and keys, but remember that choosing 'unusual' keys will alienate some people. Therefore, it is recommended that the majority of tunes should be in the usual folk keys of G, D and A or their relative minors. If you take your own music in paper form, you may need up to 20 copies depending on the size of the camp. Collect them in at the end of each session if you intend to use them again as they may otherwise disappear.

Morning Music Workshop

Traditionally, the general music workshop happens from 09.30 until 11.00. You are encouraged to apply your own style of music to the workshop, and should choose the music you want to work with for the weekend. Don't forget that there may well be both beginners and experts present, but that experts are more able to adapt and look after themselves. *Join the Band* has been used for beginners' workshops for many years. Recently this has been supplemented by a Folk Camps-financed new addition – *The Unexpected Polka & Other Tunes* which has online accompanying downloadable audio tracks which campers can use before, during or after the camp. Folk Camps owns 20 copies of *The Unexpected Polka & Other Tunes* and if you would like them to be at your weekend, you should notify the office in plenty of time. If you have lent out copies of any Folk Camps books, it is your responsibility to make sure that all copies are collected and returned to the office via the warden.

At morning workshops there are likely to be campers with mixed abilities, transposing or restricted-key instruments. Many staff musicians split the morning workshop into a simpler session for the first 30 minutes, followed by a more 'advanced' session. In order to involve all participants in the whole of the workshop, it can be useful to include some simple second parts. Alternatively, identify a camper who may be willing to run a simpler slower workshop at either the same or a different time.

Whilst many years ago the main purpose of the Folk Camps music workshop was to train people up for playing or even leading the evening band, this is no longer the case. Now, it is important to get people playing music together, and it doesn't really matter if it is a 32 bar jig or a pretty 37 bar slow air. Remember

that many people who attend the morning music workshops have no intention or desire to join the evening band. Therefore, playing tunes up to dancing speed is not relevant and will disillusion some people. For campers who are occasional musicians, the opportunity to play music in a group situation is a wonderful experience and therefore some easier and more accessible (slower) tunes always go down well. By starting slow and easy at the beginning of the workshop and gradually getting faster and harder means that people can leave if they wish at the moment it gets too hard.

Every musician has their own style of working, but as a rough guide, introducing and working on about 10 - 12 tunes during a weekend is usually about right.

There is often a demand for a very slow and simple music session. This should be at a level below the level where the main music workshop starts, and many folk camp musicians can find this very difficult to lead. If that is the case, try to find someone who can facilitate this. Although sometimes it is mostly children who need this type of workshop, it is important that you stress that it is a beginners workshop and is open to all. Parents should accompany children or be close by to supervise.

Check the campers list to see if there are any transposing instrument players listed. B flat / E flat instruments and bass clef players can often transpose if they have the music in advance, or you may be able to produce a transposed version for them.

Other Music and Dance Workshops

Following morning drinks there may be dancing or music workshops happening which require accompanying music. You should not try to play for all the groups but should try to delegate. You only need to play if there is no-one else. Remember that you are a facilitator and people like to be asked to play so ask for volunteers.

Playing for the Evening Dancing

There may be one or more experienced musicians present who would enjoy leading a band, so try and arrange slots for them in the evening. Campers should be invited to play along if they wish. Perhaps use tunes / arrangements from the morning sessions for the evening or bring additional music; at least three copies is recommended for the evening band. Too many copies could result in too big a band and not enough dancers!

There may be some Folk Camp PA at the camp, and if so, the musician is responsible for its use. You must ensure the system is turned off by 23.00 or 23:30 at the latest depending on the halls terms and conditions. Amplification of the band can be tricky with many musicians very happy to plug themselves in. So, unless the camp is very big and noisy, a microphone for the caller may be enough with the musicians playing acoustically.

Unless you have a sound engineer or are experienced with mixing, you may decide that no-one should be amplified - or maybe just you if you play a quiet instrument. The important thing is that you are loud enough on stage for the other band members to hear you, and for you to be able to control the band.

First Day of Camp

First day of Camp - All Staff

In an ideal world, no campers will arrive before the designated time that was specified on the introductory letter. From that time onwards, the warden should be on site and ready to welcome and tick off people as they arrive. Many wardens pitch their tent or park their caravan or motorhome in a position where they can see people arriving.

As campers arrive on site, all staff should walk over and introduce themselves so you can meet campers individually. Not everyone has been to a Folk Camp before, and in the past it has sometimes been found to be a good practice to introduce new campers to a 'buddy' (an experienced Folk Camper) to whom they can go and ask questions and who will keep an eye out for them.

Remember, that Folk Camps need new campers to survive, and every new person needs to be looked after and cherished - especially for the first couple of days. For every new person that arrives at a camp, a lot of effort and time has been put in by a lot of people, and it is your duty to do your best and make sure they are looked after and hopefully return.

On the first evening, you should hold a welcome meeting with as many campers as possible. All staff should be present and be prepared to speak about their plans and wishes.

First Day of Camp - Leader

As campers arrive on site, walk over and introduce yourself so you can meet them individually. Make sure you identify yourself as the leader. and look out for potential callers and workshop leaders. Not everyone has been to a Folk Camp before, and in the past it has been found to be a good practice to pair new campers to a 'buddy' (an experienced Folk Camper) to whom they can go and ask questions and who will keep an eye out for them.

It is useful to hold a short staff meeting at the start of the weekend to make sure everyone is on the same wavelength.

A suggested plan for the 1st day might be:

16.00 Be ready for campers to arrive.
17.00 Staff meeting
20.00 Dancing
21.00 Meeting and Cocoa
21.30 Dancing
23.00 or 23.30 PA off

Remember, there are sometimes people who come to Folk Camp who have never done any Folk Dancing before. It is not only best for them, but also the other campers and other callers if these novice dancers are shown at least some of the basic moves they need. Consider finding a suitable time and having a 'workshop' to walk and talk them through things before the main evening ceilidh starts if possible. This is often difficult or impossible on the Friday night at weekend camp, so a time during the Saturday may be better.

Usually on the first night, everyone is tired and it is probably best to officially finish earlier than the subsequent nights.

First Day of Camp - Warden

As campers arrive on site, walk over and introduce yourself so you can meet them individually. Make sure you identify yourself as a member of staff. Not everyone has been to a Folk Camp before, and in the past it has been found to be a good practice to pair new campers to a 'buddy' (an experienced Folk Camper) to whom they can go and ask questions and who will keep an eye out for them.

From the arrival time onwards make sure you are present on site so you can welcome campers and advise them where to pitch or park. Consider erecting a simple sign to welcome campers, asking them to check in with the Warden and follow marked roadways.

Campers should be advised by the warden on where to park or pitch their tent, and that a meeting will happen at 20.00 (or whatever time has been agreed with the leader) at which point everything else will be explained.

In the interest of safety and fire prevention, it is recommended that all camping units maintain at least a 10ft (3 meter) gap between them, and have their own fire bucket within reach.

Ensure that there is enough space for children to play safely and for vehicles to enter and leave the site.

You are not a security guard. Try to make sure that the camp is never left un-attended and there is always at least one member of the staff team on camp at all times. Where the public, or other organised groups have access to the site, a patrol, especially after dark, could be a sensible measure.

A couple of early arrivals will need to be organised to make the tea for the 1st afternoon.

There are a limited number of jobs that need to be covered for the following days. These include:
Making hot drinks for 11.00
Cleaning toilets at least once a day.
Cleaning kitchen at least once a day.

Emergency Information

Ensure that details of the nearest hospital with Accident & Emergency cover and the local medical centre are on display in the hall, giving name, address, telephone number and times of opening. If this has not been supplied by the Administration Manager in advance, you should find out on arrival at site.

Toilets

The toilets in the hall must be kept thoroughly clean. It is better to overstaff this rather than run the risk of 'tummy bugs'.

Toilets must also be kept supplied with toilet rolls, paper towels and rubbish bags. In the ladies, provide a bin for the disposal of sanitary towels which must not be flushed down the toilets. This bin should be emptied regularly into a collection sack in a clearly marked dustbin placed at the rear of the toilet unit. Disposable nappies should be treated the same way.

When campers need to make their own toilet emptying arrangements, ensure that they are individually reminded of the strict requirements to maintain good hygiene. They should only empty and clean their equipment at a time that is pre- arranged with you. As it is only a weekend camp, they can of course empty and clean when they arrive home.

Accounting and forms

Examples of how to fill in the various forms can be found at the back of this manual. Please make sure you write clearly and in ink as the Admin Manager will need to scan these documents. Double check any maths before you send them.

First Day of Camp - Musician

As campers arrive on site, walk over and introduce yourself so you can meet them individually. Make sure you identify yourself as the musician and look out for potential workshop musicians and band leaders. Advertise the music workshop and encourage people to join in whenever they like.

Camp Meeting - All Staff

On the first evening, you should hold a welcome meeting with as many campers as possible. All staff should be present and be prepared to speak about their plans and wishes. Getting all the campers to attend a meeting is especially difficult at weekend camps as campers tend to drift in during the afternoon and evening, and can arrive at any point. Campers may be still pitching their tent when you are having the meeting. This is almost unavoidable, and with a bigger camp, there will probably never be a time during the whole weekend when everyone is in the hall at the same time. For this reason, all the essential safety information should be on display in the hall as well as being mentioned during the meeting. Try to keep the meeting as short as possible but make sure the following points are covered.

The suggested key points for each staff member are listed below:

Camp Meeting - Leader

The leader traditionally takes the lead for the camp meeting. Here are some suggested points that you should aim to cover as a leader.

- Welcome the campers, introduce yourself and the staff.
- Outline the daily programme and times.
- Outline the possible weekend programme, but always prepare to be flexible.
- Ask what workshops campers might like and request those with skills and talents to volunteer to run them.
- Find out if there are any other callers present who would like to call.
- Explain that, though children are allowed to be in the hall later in the evening, dancing after cocoa may be more complicated and not very suitable for them.
- Point out the location of the information board and table where campers will find information about the days activities and the local area and attractions.
- State that any late night games are played entirely at campers own risk. (Cards and chess included!)
- Explain that the Comments Box is for feedback – positive and negative - to camp staff and Council, but it is best if staff are told of urgent issues immediately. The box will be opened and checked by staff every day.

Camp Meeting - Warden

On the first evening there will be a camp meeting where the Leader will welcome everyone. Your participation in the meeting should include:

- It is part of the Warden's responsibility to raise the camp's awareness of safety
- Point out location of toilets, water (drinking and toilet washing), kitchen, and areas out of bounds
- State no smoking or vaping in or within 10m of the hall, marquee, kitchen, or any other communal building or shelter
- Point out where firefighting equipment is placed and the fire drill for evacuation in an emergency.
- Describe the position of fire assembly point
- Give the location of first aid kit and defibrillator and explain that campers must enter details of any accident in the accident reporting sheet in the first aid kit
- Explain the location of the nearest hospital with Accident & Emergency cover and the local medical centre
- Explain the need for a high degree of personal hygiene, especially with washing hands after visiting the toilet
- Point out locations relating to the site, e.g., security, overhead cables, local residents etc.
- Describe the traffic management system. e.g., a one-way system, vehicle no-go areas, speed on site
- Encourage a parking area just inside the site entrance for anybody who doesn't need their vehicle next to their tent
- Explain that parents are responsible for their children and teenagers aged under 18 at all times. Parents allowing teenagers to pitch their tents separately from them are still responsible for their good behaviour and safety
- Explain the need to respect individual privacy, especially for photography, videoing and taping performances. Do not put anything on social media without checking permissions with leader
- Explain that Folk Camps runs on volunteer campers doing the jobs on site and state which jobs remain to be volunteered for
- Explain the system and times for locking and opening up the hall
- Explain the few jobs that need doing and ask for volunteers to sign up
- Ascertain whether there are any medically qualified campers or those with up-to-date first-aid experience on camp, by asking them to identify themselves privately to you after the meeting. The Warden is the contact person for first aid on camp
- Ask campers, if they feel ill, to straight away inform the warden or leader and isolate from the rest of camp
- Clarify that all friends or relatives that visit the site should be entered into the visitors book by the warden and supervised by those who invited them
- Remind campers that no children under 16 are allowed in the kitchen, and explain who is allowed and when
- Ask people with dogs to familiarise themselves with the Folk Camps Dogs Policy
- Suggest a place for all lost property to be placed
- Demonstrate the operation of the portable showers
- Explain the recycling and rubbish disposal procedure for the site. Campers may wish to arrange their own recycling
- Explain the procedure for emptying private toilets
- Folk Camps recommend that people have a **fire bucket beside each tent** and leave a good gap (3m) between tents
- Say that all Folk Camps policies can be found on the Folk Camps website

Camp Meeting - Musician

Here are some suggested points that you might like to cover as musician.

- Emphasise that music sessions and workshops are for everyone, and that everyone is welcome to join in
- Point out that owners are responsible for their own instruments at all times and that they leave them in the hall at their own risk
- Ask campers not to leave instruments or cases lying around or in the way when you are not using them. Other workshops may need to take place later using the same space

Middle Days

Middle Days - Leader

A typical program for the middle days of camp

Mornings.	Workshops from 09.30 - 11.00. 11.00 morning drinks Workshops from 11.20 - 12.30
Afternoons	Maybe free time or an organised activity. Tea at 16.00 if there is demand. Potential for Workshops 16.30 - 17.30
Evenings	19.30 easier dancing if demand. 20.00 general dancing. 21.00 - cocoa and open circle followed by more dancing. Official finishing time and PA off by 23.30*
	*Please decide on finishing time and PA off with other staff and the hall conditions.

Every camp programme will vary depending on factors such as the weather and the number of children etc, so flexibility is at the discretion of staff.

Middle Days - Warden

Observe from a distance to check that jobs are being done as required.

Middle Days - Musician

Try to ensure everyone is involved and not feeling left out by chatting to people.

Last day of Camp

Last day of Camp - Leader

Weekends tend not to end at a definitive point, but tend to fade out as people have to get home at different times. It is nice to thank all staff publicly and everyone who has contributed to the camp if you can find a good moment.

Make sure that all campers are aware of the timetable for the day regarding clearing their belongings and leaving the hall.

Ask those who are not Governing Members to consider becoming so, and those who are Governing Members to consider standing for election to the Council of Management.

A brief report to the Council on how the camp went is always appreciated and should be sent to the admin manager.

Last day of Camp - Warden

Make sure that all campers are aware of the timetable for the day regarding clearing their belongings and leaving the hall. Ask for some volunteers to help with toilet cleaning, sweeping etc. Don't be caught suddenly being the only person left at camp with all the clearing up to do.

Try to find out if any of the remaining supplies can be easily forwarded to be used at another camp. Maybe a camper or staff member is attending a future event and is willing to transport. If not, items can be sold off to campers for a nominal amount.

The Warden needs to ensure that everything is clean and tidy, and that the hall is completely emptied of all personal belongings. Set up a lost property table and ask everyone to check it before they leave.

Complete the accounts sheet and return all the details, and invoices to the Administration Manager with the Comments, Log Book and Master File.

Make a note of anything you think Council should know and send this to the Administration Manager as soon as you can after camp.

Last day of Camp - Musician

Try to get the stage cleared as soon as possible which will help to ascertain if there is any lost property.

Collect all copies of any music that you have given out. The Folk Camps own copies of The Unexpected Polka should be placed in the box and returned to the warden. Assistance in packing away the PA for the warden is always appreciated.

A brief report to the Council on how the camp went is always appreciated and should be sent to the admin manager.

After Camp has Finished

After Camp has Finished - All Staff

Please inform Council of any information that you think significant or that might be of help in the future.

After Camp has Finished - Warden

Send completed accounts sheet, receipts and any other forms to the Administration Manager.

A brief report to the Council on how the camp ran and any problems that occurred is always appreciated and can be sent in with your completed forms.

Documents, Information and Folk Camps Policies

Summary of the main points in Folk Camps policies:

Please click the underlined words for a link to the full document.

- Booking Conditions – please read the full details under the booking conditions policy.
- Safeguarding Policy & Guardianship Policy - Children under the age of 18 are the responsibility of their parent or guardian at all times whether on camp, in a folk camp activity or on a folk camp trip. - Guardian includes by default the named booking adult (over 21). Where a child is attending camp with another adult/family and is part of their group booking Folk Camps assume that there is mutual agreement between the parents and booking adult that they will fulfil the guardian role and act in Loco Parentis.
- Health And Safety Policy Ultimate responsibility for Health and Safety lies with the Council of Management which includes the Health and Safety Working Group. The contractors both advise and are advised by the Council of Management in many areas, including Health and Safety. All Site Staff – Leader, Warden and Musician are responsible for overseeing Folk Camps Society's H&S policy implementation. When necessary, additional guidance for Health and Safety can be obtained through: • regular training of staff and contractors in such areas as Food Safety, Fire Safety, Materials Handling etc. • seeking advice from Health and Safety professionals, and other consultants or agencies and organisations.
- Environmental Policy - Folk Camps Society is a low impact organisation. Policy decisions consider recycling, sewage disposal, noise pollution, dogs, biodiversity, waste and litter, local and ethical sourcing of food provisions. Management functions mainly online with physical meeting locations chosen carefully.
- Dogs at Folk Camps Policy – already summarised well in manual for wardens. In addition note no more than 2 dogs per party and if any dog owner fails to control their dog and does not follow FC rules, then Folk Camps reserves the right to exclude the dog from the camp site and to refuse to accept further bookings which include dogs from that dog owner.
- Complaints Policy – issues on camp are encouraged to be discussed with the leader or in comments box, other staff or council member. Outside camp or more formal complaints should be sent by email or letter to the chair. An acknowledgement is promised within 5 days and response within 20 days.

- Credits Policy – volunteer staff members accrue credits, read document for detail. Credits will expire and cease to be redeemable after a period of five seasons of camping (normally five calendar years).
- Memorandum and Articles of Association – legal document from 1968 when the company was founded, explaining its aims and purpose.
- Privacy Policy – explains that we comply with current Data Protection legislation.
- Accessibility Statement – shows willingness that we aim to make folk camps as accessible as possible.
- Code of Conduct for Camping Sites – the warden is responsible for ensuring that these codes are adhered to and there is also info regarding site suitability. Rules refer to the venue, nuisance, road safety and access, spacing and density, fire precautions, chemical toilets, refuse and waste disposal.

Example of Form Filling for Wardens

Please study the following example of how to fill in the form.

Just a reminder:

- You have to provide the Administration Manager with a receipt for everything that you buy. Without a readable receipt it will be difficult for you to get the money back
- The Warden's float is the agreed amount of money that the Administration Manager sent to you as a bank transfer before the camp started
- The receipt should ideally include: date of purchase, listed items and the total sum. Therefore, a debit card transaction slip is not sufficient
- Please buy private items separately so they are not on the Folk Camps receipt



Campname: Aug BH Meonstoke
Campdate: 23-27 August 2024
Warden: Amy Smith

Date	Details	Name of visitor or shop	Receipt No.	Expenditure				Income	
				Food	Household	Misc.	Total	Cheque	Cash
20/8	Supplies	Tesco	1	£ 24.28	£ 6.49	£	£ 30.77	£	£
21/8	Milk + coffee	Tesco	2	£ 9.60	£	£	£ 9.60	£	£
24/8	Visitor 24h rate	Max Baker		£	£	£	£	£ 40.00	£
25/8	Visitor Evening Ceilidh	Sue Miller		£	£	£	£	£	£ 8.00
25/8	Visitors Evening Ceilidh	Ann + Paul Wright		£	£	£	£	£	£ 16.00
				£	£	£	£	£	£
				£	£	£	£	£	£
				£	£	£	£	£	£
				£	£	£	£	£	£
				£	£	£	£	£	£
				£	£	£	£	£	£
				£	£	£	£	£	£
				£	£	£	£	£	£
				£	£	£	£	£	£
				£	£	£	£	£	£
				£	£	£	£	£	£
Totals				£ 33.88	£ 6.49	£	£ 40.37	£ 40.00	£ 24.00

Camp wardens are in charge of all transactions.

1. Authorise before purchase.
2. Insist on a receipt.
3. Enter the details of what has been bought or sold in the appropriate columns.
4. Number each receipt.
5. Keep each camp's transactions separate.
6. Ensure that the purchase is necessary.
7. Do not authorise the purchase of alcohol. No party food allowance.
8. Try to keep the use of petty cash to a minimum.
9. At the end of the camp return the completed form with the numbered receipts and cheques to the office and transfer a surplus to Folk Camps Society Ltd, Sort code: 30-96-72, Acc no: 03463578

Total income cash	£ 24.00
Balance (income cash minus expenditure total)	£ -16.37
Warden's Float	£ 100.00
Total Balance transferred 28/8	£ 83.63