



## CODE OF PRACTICE FOR CLUBS, DEMONSTRATORS SPEAKERS AND TEACHERS

### BLUE FORM

1. All parts of the Blue Form either in paper or electronic format must be returned promptly showing **day** and **date** in writing.
2. This Agreement does not constitute a binding contract until Form C has been signed and returned to the Demonstrator/Speaker/Teacher. It is important that all relevant information be stated and adhered to by both Club and Demonstrator/Speaker/Teacher.
3. It is important that **2 Club Officers'** addresses with telephone numbers, preferably mobile, are supplied on the Blue Form.
4. **Allowance for Flowers/Materials** – an indication should be given when the initial booking is made. A proportion of the allowance can be set against garden plant material. The agreed allowance should not be exceeded without prior agreement, full reimbursement should not be automatically expected if not agreed in writing.
5. If a Demonstrator/Speaker/Teacher is VAT registered, then VAT is payable on the total account.
6. If the Demonstrator/Speaker/Teacher has agreed to judge the monthly competition, the title should be given in advance and adequate time allowed for judging.
7. **Special Requirements** – to prevent misunderstandings, if anything abnormal is requested, a covering letter should always be sent.
8. **Accommodation** – private house or good class hotel preferably with off-street parking, should be agreed in advance with the Demonstrator/Speaker/Teacher.
9. Advance settlement by Club of hotel accounts avoids embarrassment.
10. Ensure adequate refreshments are always offered to the Demonstrator/Speaker/Teacher.

### HOSTING DUTIES

- Ascertain time of arrival and **reserve parking space**.
- Ensure change is available to pay parking fees.
- Assist with unloading and reloading. **Adequate strong helpers required.**
- Offer refreshment and identify locations of cloakroom/dressing room.
- Unless help is requested, leave Demonstrator/Speaker/Teacher to prepare in peace.
- Any electrical equipment should be in situ and tested prior to the arrival of the Demonstrator/Speaker/Teacher. Identify location of any electrical sockets and light switches.
- A Risk Assessment should be in place for every meeting.

### CHAIRMAN

1. Ensure that all committee members have a copy of this leaflet and are fully aware of these requirements.
2. Ensure help is on hand if requested by Demonstrator/Speaker/Teacher.
3. Give notices about NAFAS, Area and Club – keep them brief before the demonstration.
4. Research information to introduce the Demonstrator/Speaker/Teacher.

5. Organise the Vote of Thanks.
6. If necessary, supply suitable wrapping for raffle prizes.
7. At end of meeting organise helpers – some Demonstrators/Speakers/Teachers prefer to dismantle their own arrangements, but all are very grateful for plenty of helpers to carry items back to Demonstrator's vehicle to help reload if requested.
8. At night, if the vehicle is parked away from the venue, someone should always accompany the Demonstrator/Speaker/Teacher and wait to check that the vehicle starts.
9. Chairman or committee member to be on hand to say farewell and thank you to the Demonstrator/Speaker/Teacher.

**Good communication between Club and Demonstrator/Speaker/Teacher  
helps harmony and creates excellence for members.**

**THREE WEEKS BEFORE – Reminder telephone call and letter/email to include:-**

- Name, address and telephone number of Programme Secretary (change may have occurred since initial booking).
- Send a map and confirmation of venue location including postcode and identify any major road works or changes since booking. Tolls, ULEZ charges and parking fees to be paid by the Club.
- **Confirm** day, date, time, venue and title and agreed time for gaining entry into hall. Full address and telephone/mobile number of the venue, together with instructions for parking.
- Stage size and layout.
- Demonstrator/Speaker/Teacher must be advised if audience numbers vary from the original estimation.
- Name, address and directions to overnight accommodation, as appropriate.
- The agreed allowance for flowers and materials. Provision and supply of foliage, if requested.
- ALL PARTIES MUST HAVE their mobile phones switched on.
- If a monthly competition is to be judged, titles and expected numbers of entries.

**Demonstrator/Speaker/Teacher should acknowledge receipt of this letter promptly, confirming that all details are correct and understood.** Confirmation of meeting, date and time especially if afternoon, so there are no misunderstandings.

**Driving conditions** are becoming increasingly hazardous and having a travelling companion is a sensible precaution. Due consideration should be given to this by all Demonstrators/Speakers/Teachers. Please refer to the Extreme Weather Conditions Guidelines on the NAFAS website.

**The Club** should extend the courtesy of light refreshments for both Demonstrator/Speaker/Teacher and companion.

**The Demonstrator/Speaker/Teacher** must advise the Club beforehand of the possibility of an accompanying companion. The Demonstrator/Speaker/Teacher is responsible for any meals and overnight accommodation for the companion as appropriate.

## **CANCELLATIONS**

### **Clubs and Demonstrators/Speakers/Teachers**

The Blue Form constitutes a binding contract and both parties may, if unavoidable, withdraw from the commitment without obligation up to 6 months prior to the meeting.

Within 6 months of the meeting, the Demonstrator/Speaker/Teacher is expected to find substitute(s) of equal standing. In the event the Demonstrator is incapacitated/hospitalised the Club may need to assist.

Clubs may decline the substitute(s) but are then responsible themselves for finding a replacement.

If a Club cancels a meeting within 6 months, any fees and expenses incurred are the responsibility of the Club, subject to negotiation.

## **CLUBS – MAKE THE MOST OF YOUR VENUE**

### **Checklist**

- Is the stage in place and clear? Are there are obstructions on stage that the Demonstrator/Speaker/Teacher should note?
- Is the layout of the stage as required? Are the correct number of tables available?
- Is a microphone to be used? Is it radio, clip, headset or stand type? If necessary, do you have a spare battery? Is there a member of the Club who takes charge to ensure the microphone works?
- Is the lighting adequate? What type? Spot or Floodlights? Can candles and special effects be used and inform Demonstrator/Speaker/Teacher of any changes?
- If the background is 'busy' are plain portable fabric screens available?
- Water may be required – are tap and buckets available? You may need permission to use water on stage.
- Hall should be booked with sufficient time for the Demonstrator/Speaker/Teacher to prepare, perform and repack. Preparation time is, on average, for Club meetings approximate 1-2 hours, however for Open Meetings allow anything from 2 and 5 hours.

### **Definition of an Open meeting:**

A meeting which is advertised and tickets are sold prior to the date of the event.

### **Close proximity:**

When booking Open Meetings, clubs and demonstrators should not book the same demonstration within a radius of 12 miles in the same three month period. This does not apply to tours.