



Club Officers Day

30th April 2026 @ Five Villages Hall, Chester

&

7th May 2026 @ Plumley Village Hall





Information for Club Officers

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1. Introduction to Flower Clubs of Cheshire

1.i Background

Flower Clubs of Cheshire is one of 20 Areas within NAFAS. Formed in 1970, we have 34 Clubs in our Area.

You can find out who the Area Officers are and about how we divide up the workload by looking at our Area website: <https://www.nafascheshire.org.uk/>

1.ii What do Flower Clubs of Cheshire Do?

Flower Clubs of Cheshire exists to support the 34 flower arranging clubs in the area and to provide learning and development opportunities for those at all levels of ability, from novices to expert demonstrators and judges.

Our Leadership Team is relatively small and has three Co-Chairmen who share the roles within a Chairman's Office – see the diagram. The Leadership Team also meets (usually on zoom) about six times per year to plan and arrange Area events and initiatives. One Co-Chairman is designated to liaise with NAFAS and to keep us all abreast of what is happening at National level and to represent Flower Clubs of Cheshire and its members at a National level.

We meet as an Area four times per year plus our AGM at various locations across Cheshire and we call these meetings Club Representatives Forums. Every club is invited to these meetings where Area and National topics are discussed, decisions are made and events are planned, of which there are many, some social, some educational and some training opportunities for demonstrators, teachers and judges.

We also organise our annual show – The Theatre of Flowers – at the Royal Cheshire County Show, encouraging all members to have a go at competing, as well as occasionally providing flower arrangers for Westminster Abbey and other national and international flower competitions.

Education and enjoyment of flower arranging, and the sharing of our enjoyment with others, is at the heart of what we do right across our Area and further afield, underpinned at all times with courtesy and kindness.

1.iii What Resources are Available from Flower Clubs of Cheshire?

We are putting together on our website some useful documents for Clubs, to make life easier for Club officers. We also expect that NAFAS itself will soon start to cascade down important documents so that the responsibility is shared right across the organisation, leaving members more time to get on with what we are really here for – flower arranging! There is an Area store of larger flower arranging items which can be borrowed. The Area also orders and distributes copies of the Flower Arranger Magazine for Clubs at a reduced cost.

1.iv How is Flower Clubs of Cheshire Funded?

Flower Clubs of Cheshire is funded by its members. An annual payment is made usually at the same time as the National Affiliation Fees are sent in to the Treasurer. Last year (2025), our Area proportion was £4.75 per member.

1.v What are the clusters? Our 34 Clubs are all grouped into 5 roughly adjacent geographical areas. This enables clubs who are close to one another to meet and share resources, ideas, events and friendship.

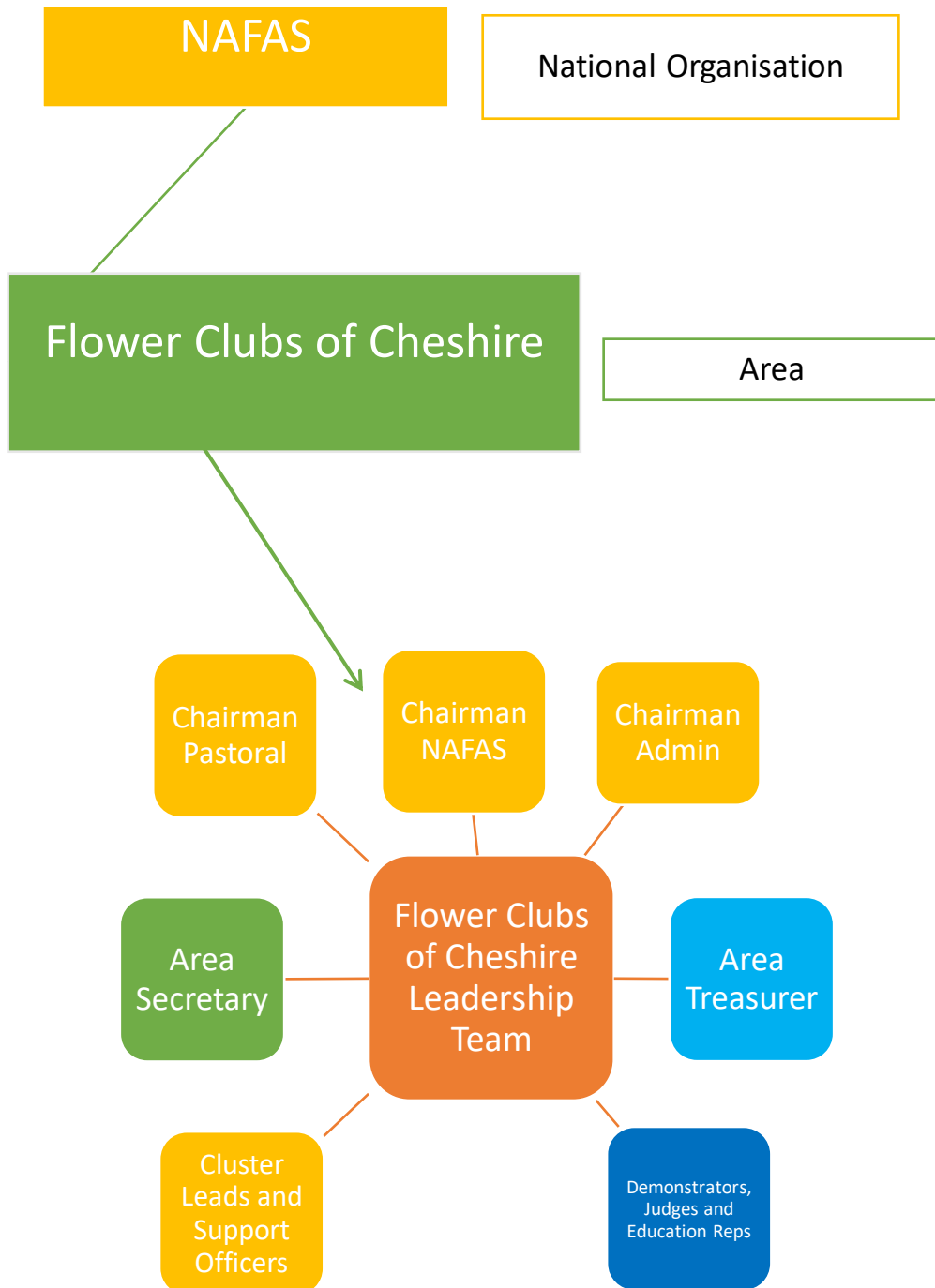
Peony – Elworth, Leek, Macclesfield, Nether Alderley, South Cheshire, Wistaston.

Iris – Ashton Hayes & Tarvin, Chester, Eddisbury & Sandiway, Frodsham, Holt, Mid Cheshire, Rural Chester, Tarporley, Widnes, Winwick. Also Handbridge.

Lily – Handbridge, Hoyle, Neston, New Brighton, Upton-by-Chester, Wirral.

Rose – Goostrey, Heald Green, Knutsford, Lymm, Sale.

Sunflower – Bramhall & Cheadle Hulme, Bramall Hall, Disley, Prestbury, Romiley, Stockport Afternoon, Wilmslow Guild.



2. Flower Club Roles – The Programme Secretary

2.i Introduction

A successful Club is one where members are happy and pleased with the programme. Your role is a very rewarding one and important in the life of the Club.

In the first instance, refer to the **Code of Practice** regarding demonstrations – see Section 7.

2.ii Preparation of a Club Programme

- At least one year ahead, discuss with the committee / leadership team the budget for the year in question.
- Check Club meeting dates for that year. Some may have to be altered for seasonal reasons e.g. Easter
- Consult Area and National lists for demonstrators and speakers depending on the type of meeting. Cheshire Area list can be found on the Flower Clubs of Cheshire website www.nafascheshire.org.uk. The National list is currently (February 2026) in a brown booklet, available to purchase from Head Office. Future National lists will be available electronically.
- National Demonstrators should be booked at least two years ahead of the meeting.
- When choosing demonstrators or speakers, take into consideration travelling distance during wintertime. Book January and February first – these need to be filled with a person living fairly close, in case of inclement weather. Refer to **Extreme Conditions – Recommended Guidelines** – see Section 8.
- Email / message / telephone the person to see if they are available and ask their fee.
- Book the Christmas demonstrators at least 2 years in advance, particularly if it is an Open Meeting and a National Demonstrator is wanted.

2.iii Fees & Flower Allowance

- Fees vary and, if in doubt, consult the Club committee / leadership team before confirming the booking. Remember to factor in mileage. The standard UK HMRC approved rate per mile is 45p, applying to cars and vans (including electric).
- The Flower Allowance needs to take account of seasonal fluctuations and Clubs should be willing to be flexible. The demonstrator will know approximately how much the flowers will cost but will need to be given a margin to work with. If the Club allowance for flowers is less than the demonstrator considers necessary, it may be that they can be asked for one less arrangement.

2.iv The NAFAS Blue Form

- The Blue Form is used to book **only NAFAS** demonstrators and speakers. (Note: The Blue Form is also used to book Judges and Tutors).
- Complete Part A with all the details agreed via email / telephone and send all three parts, together with a stamped addressed envelope, to the person being booked.
- Post code for the venue (Sat Nav) or specific instructions / directions and an indication of the room layout / stage / facilities available should be included.

- The recipient retains Part A and will complete Part B. Both Parts B and C are returned to the Programme Secretary.
- After checking all details on both parts of the form are correct, keep Part B and send Part C to the demonstrator or speaker.

NO BOOKING IS FINALISED UNTIL THIS PROCESS IS COMPLETE

- Three weeks prior to the meeting, contact the demonstrator or speaker either by email or telephone. Ensure they have the post code of the venue, explain any specific instructions (e.g. unloading area, car park, hazards), check requirements for any foliage, refreshments etc and estimated arrival time, and discuss the budgeted flower allowance. If, due to fluctuations in the market, an increase is requested this should be discussed and agreement reached.
- Liaise with the welcome team / committee / leadership team about the requirements for the demonstrator or speaker e.g. refreshments / time of arrival etc
- Ensure that volunteers are available to help the demonstrator or speaker carry items into the venue, both before and after the meeting. This is important where access is difficult.

2.v Cancellations / Contingency

- On some occasions mitigating circumstances may lead to cancellation by the demonstrator or speaker; however they should endeavour to find an acceptable replacement if under 6 months to the event.
- Have a contingency plan to entertain members should the demonstrator or speaker be delayed or not arrive at all.

It is useful to learn from other Clubs of demonstrators and speakers they have enjoyed. It is advisable to keep a note of when a person has been booked, so those visits are spread over a period of time. **Note:** The Cheshire Area website publicises the individual Club Programmes for the year ahead. This is a good source of inspiration for your next demonstrator booking.

3. Flower Club Roles – The Club Treasurer

3.i Introduction

Many Club Treasurers will not be required to undertake this wide range of duties, as it depends on the size and complexity of the Club. Most of the responsibilities listed here will be carried out by someone in the Club and it will be the Treasurer's responsibility to see that all that should be done, is being done.

3.ii Financial Management

Management of the funds of a Club can broadly be divided into two overlapping categories: financial responsibility and financial accountability.

Financial Responsibility – Simplistically, means not taking on obligations the Club cannot meet, paying bills on time, keeping proper records of all money which comes in and goes out of the Club.

Financial Accountability – The Club committee is responsible to the membership and must provide accounts to the members each year.

3.iii Treasurer's Responsibilities

General Financial Responsibilities

- Ensuring that funds are used in accordance with the Club constitution and committee decisions.
- Advising on financial policy e.g. charging for services, financial implications of new activities etc.
- Liaising with the bank – particularly ensuring bank mandates are kept up to date.
- Preparing accounts for an independent financial review or audit and discussing them with the reviewer / auditor.
- Deciding on security measures to ensure cash and payments (BACS / cheques) are not open to misuse in any way e.g. more than one signatory / authoriser.

Financial Reporting

- Presenting regular written financial statements to the club committee.
- Presenting the end of year financial report in draft form to the Club committee.
- Presenting reviewed / audited accounts at the AGM and ensuring that members have a basic understanding of the annual accounts.

Banking, Book-Keeping, Record Keeping

- Advising on which bank and what type of account to use.
- Serving as a signatory for bank accounts.
- Ensuring that there are proper systems in place for receiving and paying out by BACS, cheques and cash.
- Setting up appropriate book-keeping and petty cash systems.

- Ensuring membership subscriptions are collected (also see Budgeting) and records kept.
- Ensuring money due to the Club is collected.
- Ensuring receipts are issued if required.
- Ensuring all income is paid into the bank / check BACS payments have been received.
- Ensuring all bills are paid (also see Affiliation Fees & Insurance)
- Ensuring everyone handling money for the Club keeps proper records and documentation.

Control of Fixed Assets and Stock Control

- Establishing systems for stock checking and re-ordering.
- Ensuring the Club keeps proper records of its equipment and property it owns or rents.
- Ensuring the Club has all necessary insurance and keeps it up to date.

Financial Reserves

- The Club should ensure that it has in reserve sufficient funds to meet all its obligations to creditors for at least one year.

Budgeting / The Club Annual Financial Health Check

Clubs should carry out an Annual Financial Health Check. It is particularly important to look at all increases in expenditure and falling membership figures to assess fully how this affects the financial implications at Club level.

Take a realistic look at annual income and expenditure to work out a budget in relation to Club subscriptions:

Step 1 – The Expenditure Budget

- Write down how many demonstrations / workshops / talks are planned for the year
- Write down the cost of a typical demonstration (fee/flowers/travel/hall hire)
- Write down the cost of a typical workshop (fee/flowers/travel/hall hire)
- Write down the cost of any talks (fee/travel/hall hire)
- Write down how much your Club insurance costs
- Write down approximately the annual expenditure on stationery, postage, sundries, printing, prizes etc
- ADD IT ALL TOGETHER

Step 2 – The Income Budget

- Write down approximately how much income you receive annually from raffles
- Visitor's fees should not be included

Step 3 – Calculating Membership Subscriptions

- Write down how many Club members you have

- Total expenditure (Step 1) minus total known income (Step 2) equals NET
- Divide the calculated NET figure by the number of Club members equals RESULT
- The RESULT is the minimum amount of Membership Subscription required to break-even
- The calculated Membership Subscription should be presented to the Club committee for discussion and subsequently shared with the members
- A Financial Subs Calculator spreadsheet is available from the Area website to help you

Step 4 – Collecting Affiliation Fees

- Affiliation Fees are made up of two parts; the National element and the Area element
- Affiliation Fees are usually collected by Clubs at the same time as the Membership Subscription, however....
- All Affiliation Fees are subsequently forwarded to the Area Treasurer, usually by the end of October each year
- **Remember:** If you are charging an all-inclusive fee (Membership Subscription plus Affiliation Fee) make sure you are able to record the income as two separate amounts in the Club accounts.

Open Meetings

These should be budgeted for separately and all costs to be incurred considered separately before agreeing a ticket price, which can then offset expenses

Note

It is always sensible to factor in an annual contingency fund for unforeseen situations.

4. Flower Club Roles – The Chairman / Secretary / Club Co-ordinator / Team Leader / Club Representative

4.i Introduction

The role of Chairman varies from one Club to another and that's okay! It's up to each individual Club to decide how best to organise their Club's business. There's no right or wrong way, as long as the most important and vital roles are covered. It's definitely not the role of the Chairman to do all the work! The title also varies from Club to Club – the Chairman can be referred to as the Team Leader or the Club Co-ordinator, for example.

4.ii Planning & Running Meetings

The Chairman ordinarily plans and runs the meetings for the Club, liaising with the Club Committee and Club members, ensuring everything is covered (by following a simple agenda) ensuring decisions are made when required, keeping order, helping the group deal with differences of opinion and conflicts and being sure that everyone who wants to, has a chance to speak. You could take it in turns amongst the Committee if no-one wants to take the title of 'Chairman'. You will also need to have someone able to make the announcements at the start of a Club meeting - it doesn't have to be the Chairman. Ask for volunteers within the Club to do this and the Vote of Thanks at the end of the demonstration / workshop.

4.iii What makes a Successful Meeting?

- The meeting is well planned in advance, with an agenda. The Chairman in conjunction with the Club Secretary undertakes this or the Chairman can set the agenda and share with the Committee in advance of the meeting
- The meeting starts on time
- Relevant documentation is available (preferably in advance) such that knowledgeable decisions can be made
- Stick to time and don't spend an inordinate amount of time of trivial matters
- Encourage all members to participate
- Active listening
- Document any actions arising, with a timescale and who is responsible
- At the close of the meeting, make arrangements for the next one / clarifying the date and venue

4.iii What makes a good Chairman?

- A good Chairman is well prepared before each meeting and should be forewarned of possible controversial or delicate items on the agenda
- A good Chairman can delegate tasks, listens to others' ideas, recognises others' contributions and trusts Committee members
- A good Chairman is friendly and approachable and a team player
- A good Chairman is committed and enthusiastic
- A good Chairman has good communication skills, is organised and reliable

- A good Chairman is aware of the relevant Policies and Procedures and ensures that they are suitably shared with Club members
- A good Chairman knows and accepts that they are not expected to do everything!

4.iv How not to wear your Committee out!

Remember, in a Club, everyone is responsible for the workload on the Club night, so why not have a volunteer system for members to step up and do a small task at each meeting – the Committee shouldn't have to do all the setting up and washing up. Share the load!

4.v Meeting Administration or; Do we have to have a Secretary? Do we have to have minutes? Do we need lots of meetings?

You will need to meet fairly regularly, depending on how often your Club meets – maybe once before every Club night? There's no hard and fast rule. You can meet on Zoom or in person. Try and keep it brief, particularly if everyone is busy.

You will need someone to make a note of what you decide, who is doing what at your Club meeting and other practical details. You will also need to keep an eye on how your membership and finances are going along and also what's coming up soon at your Club. Brief notes are sufficient, not formal minutes unless you like it that way, and make sure the notes are circulated soon after the Committee meeting, just to remind your Committee what has been agreed.

You could have an actual Secretary, who makes the notes, but it could just as easily be a job where you take it in turns. Just do what fits best for your club.

4.vi Club Meeting Checklist

- Inform attendees of safety regulations at the venue, move any tripping hazards (coats, bags) and put phones on to silent mode
- Welcome members, visitors and special guests
- Arrange for a Vote of Thanks to be given (usually decided at the Committee meeting or on a rota system)
- Ensure that Club, Area and National NAFAS information is shared with members. Alternatively, this could be by way of a newsletter distributed electronically to save time at the meeting
- Introduce the demonstrator, speaker or guest
- Close the meeting

4.vii The Club Representative

Clubs are invited to attend the Area meetings four times per annum plus the AGM. Clubs are invited to nominate two Club Representatives who may attend the meetings and also have a vote. Other Club members may attend but unless specifically nominated are not permitted to vote. The role of the Club Representative is to represent their Club at the meeting but also to subsequently share, with their respective Club members, all the information presented at the meeting. The Club Representative does not necessarily have to be the Chairman or any member of the Committee – just someone to represent their Club.

5. Policies - GDPR, Safeguarding, Insurance, Risk Assessments and Health & Safety

5.i Introduction

All Clubs should have adequate policies in place and MUST have insurance in place, having undertaken a Risk Assessment.

5.ii Data Protection and Privacy (GDPR)

There is an 'oven-ready' GDPR policy available from Flower Clubs of Cheshire, which your Club can (and probably should) adopt.

Data Protection is a very vexed topic, and there are many misconceptions about what it prevents you from doing. There are just a few basic principles to know and apply and all the committee members should know about them.

When we collect any information about someone who joins our Club, we ask them for certain information about themselves which we use to run our Clubs. Information which identifies a person is known as 'Personal Data' and you as a Club are Data Holders.

- Be transparent about the way in which you're going to use a Person's Data
- Place a Privacy Notice on your website and give a copy to members as they join
- Only collect the minimum amount of information which you need
- Keep it securely
- Don't share it with anyone else
- Only use it for the purpose for which it has been given
- Delete it when you no longer need it
- Respect an individual's wish to delete their Data
- ALWAYS use the BCC function when sending group emails to ensure the privacy of other people's email addresses

5.iii Safeguarding of Adults

Flower Clubs of Cheshire have provided a Safeguarding Policy and given guidance to Clubs in looking out for any vulnerable (or potentially vulnerable) adults within our Clubs. Most Clubs have adopted their own Safeguarding Policy and awareness training has taken place. It is good practice to refresh this once a year. It is not something we need to worry about all the time, we all accept (and hope) that a serious incident is unlikely to crop up at our Club, but there are a few things which it would be good practice for your committee to do, so that they're prepared if it does happen.

- Adopt the Policy, read and review it once a year
- Make sure you have a copy of the Policy in your kit for a Club meeting – that way you have all the emergency phone numbers and recording forms you need
- Try and have a look at a few scenarios once a year
- Remember the four 'R's – Recognise, Respond, Record, Report
- Have a small notice on your club noticeboard – available on the Area website

5.iv Safeguarding of Children

The Safeguarding of Children is a very different matter, where much greater care must be taken. For most Clubs, this isn't something to worry about too much because most of our members are over 18! However, there are a couple of things to note:

- If you're helping at an event, never get into a situation where you are left alone with a child who is taking part
- Don't take a child away from their responsible adult, even when asked e.g. to take a child to the toilet
- Don't take or publish anywhere photos of children where a child's face can be recognised even if someone tells you they have permission – it's fine to photograph a child's work, their hands, backs of heads, but not faces, school badges or other identifiable features – sadly AI has changed everything and we have to be aware

5.v Insurance, Risk Assessments and Health & Safety

Usually, it is the responsibility of the Treasurer to liaise with the Chairman to make certain that the Club is adequately insured. Flower Clubs of Cheshire (FCoC) has organised 'umbrella cover' for all Cheshire Clubs, although Clubs may still take out insurance independently. If this is the case, the FCoC Co-Chair for Administration must be informed.

5.v.i Process

- Complete and send a copy of the Club's Risk Assessment to the Co-Chair Administration annually (usually September)
- Pay the insurance contribution when due – the Area Treasurer will advise

5.v.ii Risk Assessment Template

This is available from the Area website.

5.v.iii Accident Book

It is good practice to have a Club accident book. If someone has an accident at Club night, the details should be documented in the Accident Book. You may also need to fill in a report for the premises where you are. A sample Accident Book is available from the Area website.

5.v.iv Checklist

It is good practice at each meeting to have a checklist based on your Risk Assessment, which can be completed at the start of each Club meeting. Designate someone to do this – it doesn't need to be the Chairman.

5.v.v Meeting away from your usual venue?

You will need to do a Risk Assessment for each venue you meet in. This can be based on your usual venue, with relevant adaptations for the alternative venue(s).

Ensure also that any venue which you use also provides you with a copy of their own Risk Assessment and other safety procedures, so you can have it on file. Every venue will have one.

6. Communication, Social Media, Publicity & Flower Arranger Magazine

6.i Overview

Communication styles and templates, social media and publicity branding is currently being developed by Head Office. This section will therefore be produced and rolled out accordingly, once the National team have cascaded the information to Areas.

6.ii Area Website

The Cheshire Area website is managed by a 'technical' website manager, but the content is provided by Flower Clubs of Cheshire. Each Club has their own 'page' on the website where information about the Club's programme of demonstrations, workshops and activities can be advertised. This should be reviewed regularly by the individual Clubs and kept up to date. Information can be sent to the website manager at webmaster@nafascheshire.org.uk or alternatively to the Area Secretary at secretary@nafascheshire.org.uk.

6.iii Flower Arranger Magazine

The Flower Arranger Magazine is published four times per annum. Affiliated members of NAFAS may order this at a discounted price via the Club's Flower Arranger Officer. The order is usually taken once a year in the Autumn, but changes can be made throughout the year with enough notice. The magazines are usually delivered to each Club's nominated Officer for onward distribution to members.

Duties of the Club Flower Arranger Officer

- Collate the orders annually (plus any updates on an ad hoc basis) and forward to the Area Flower Arranger Representative
- Ensure that payment is received at point of order and is then forwarded to the Area Treasurer
- Promote the Flower Arranger magazine at Club meetings and events
- Take receipt of the magazine delivery (4 times per year)
- Distribute the magazine to Club members, who have placed an order
- Advise the Area Flower Arranger Representative of any changes to the original order or change of delivery details.
- Any problems with the order should be notified to the Area Flower Arranger representative on a timely basis.

7. Code of Practice (Area D3) Revised July 2024

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 any 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.

8. Extreme Conditions – Recommended Guidelines

AREA D3B Revised June 2020

EXTREME CONDITIONS

RECOMMENDED GUIDELINES



During periods of extreme conditions (weather, national crisis, health, warfare, terrorism, Act of God or any other threat to stability or safety) it is recommended that lines of communication are established between the Club and Demonstrator, when possible, in advance of the date of the booking.

Open and frank discussions should take place between the Demonstrator and Club Chairman and/or Programme Secretary. Severity of the condition must impact upon the decision by either party to continue with the events and individual's **HEALTH AND SAFETY SHOULD BE CONSIDERED AT ALL TIMES.**

Either party (Club or Demonstrator) may reach the decision to cancel the event in the best interests of all concerned. It is possible that Government legislation or local restrictions imposed may necessitate cancellation. Help and advice may be sought from social media, websites and regional news and from authorities – the local Police, NHS, the Met Office and motoring organisations.

Both parties should remember that severe conditions may be regionalised and conditions will possibly differ greatly from area to area. Weather cancellation decisions should not be made prematurely as these can considerably vary from day to day.

Once a decision has been made then both parties should reach an understanding in the form of a gentleman's agreement*. Costs may have already been incurred by the Demonstrator, as flowers need to be bought well in advance, or they may have incurred vehicle hire costs. Should either party cancel then it is recommended that the Club would reimburse the Demonstrator any costs already incurred and the Demonstrator would waive their fee. **The Club should rebook the Demonstrator at the time of cancellation when possible.**

Clubs are strongly recommended to consider possible alternative entertainment for their afternoon/evening if severe weather may be forecast. Contingency plans could include Club members doing a selection of mini demonstrations and it may be beneficial for the Club to consider ordering the Demonstrator's flowers and having them already at the venue, so they have some flowers and materials to work with in the event of the Demonstrator needing to cancel.

Clubs are reminded to consider taking out Event Cancellation Insurance for open or large-scale demonstrations. Careful scrutiny of the policy is necessary to include Global Disease Pandemic or any other threat causing cancellation.

**A gentleman's agreement is an informal agreement between two or more parties. It may be written, oral, or simply understood as part of an unspoken agreement by convention, or through mutually beneficial etiquette. The essence of a gentleman's agreement is that it relies upon the honour of the parties for its fulfilment, rather than being in any way enforceable.*

9. Useful Contacts & Documents

If you need to get in contact with a member of the Leadership Team, there are dedicated email contacts as follows:

Chairman's Office

nafasliaison@nafascheshire.org.uk	(currently monitored by Janet Schofield)
Administration@nafascheshire.org.uk	(currently monitored by Tracy-Anne Clancy)
Pastoral@nafascheshire.org.uk	(currently monitored by Jean Jones)
Chairman@nafascheshire.org.uk	(currently monitored by Tracy-Anne Clancy)

Area Secretary

Secretary@nafascheshire.org.uk	(currently monitored by Vanessa Lees)
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Area Treasurer

Treasurer@nafascheshire.org.uk	(currently monitored by Judy Gratton)
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Education Representative

Education@nafascheshire.org.uk	(currently monitored by Pam Mosedale)
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Judges Representative

Judges@nafascheshire.org.uk	(currently monitored by Carol Baker)
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Flower Arranger Representative

Flower.arranger@nafascheshire.org.uk	(currently monitored by Sharon Hooper)
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Newsletter

newsletter@nafascheshire.org.uk	(currently monitored by Tracy-Anne Clancy)
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Cheshire Show Entries

Cheshireshow@nafascheshire.org.uk	(currently monitored by Ann Shevlin)
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Website Updates

webmaster@nafascheshire.org.uk	(currently monitored by Mike Gallagher)
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Useful Documents

These can be accessed from the Area website www.nafascheshire.org.uk / Directory / Area Documents.