

## Role of Training Meet Coordinator

1. Contact the instructor-
  - a. To introduce yourself.
  - b. Chat about the content of the Training Meet. This may be a rough sketch at first until you see who has booked on the Meet and what they would like covered, or it may be a set course that the instructor already delivers.
  - c. Ask about Instructor to Participant ratio so that you can work out how many people can be accommodated on the course.
  - d. If you think the course may be popular ask if they can provide another instructor and the fees for this.
  - e. If appropriate, ask the Instructor if there is a minimum skill set participants require before they can book on the course. (This is mainly for courses that are more advanced and not introductory or basic skills level)
2. Familiarise yourself with the instructors Terms + Conditions, especially their cancellation policy, and when a deposit and full payments are due. Their Invoice will be received by and forwarded to the Treasurer by the Meets Secretary or Training officer.
3. The Training Meet will go into the Meets calendar on the website but it is worth advertising it through the Newsletter, Facebook and Whats App groups too, especially if it is slow to fill.
4. Members and Prospectives can book on the Training Meet but Prospectives must have attended two overnight meets before they can book a place. Prospectives should contact the Membership Secretary before booking.
5. The ESMA Fund will pay 50% of the instructor's fee for Members but this discount is not available for Prospectives, so they pay the full cost. Please get participants to pay the full fee **six weeks** before the course. We need this commitment so that the club doesn't incur a financial penalty if they pull out and we can't get the place filled. Once they have paid it is non-refundable unless we can fill their place from a waiting list or they find someone to take their place, so best to make them aware of this.
6. Course fees should be transferred by the participants to the Main LSCC account and the payment referenced with the Course they are attending. This helps the Treasurer find and allocate the payment more easily. Ask them to email you and the Treasurer once they have paid.
7. Training Meets usually take place from one of our huts so discuss accommodation needs with the participants. Instructors can stay at the hut for free if they wish. Fees for accommodation are collected by you at the Meet. You can then do a bank transfer to the appropriate account.
8. Nearer the time of the meet liaise with the participants re gear requirements, car share and any information from the instructor etc. It might be worth having a Whats App group or email group to make communication easier.
9. Liaise with the Training Coordinator if you have any queries or problems.