



## TERMS OF REFERENCE

### QUARTERMASTER (QM)

The Quartermaster's job is to keep track of where all the club equipment is and the condition that it is in, with the exception of maps, guidebooks and equipment designated for local walks (map cases, compasses), which are the responsibility of the Archivist. The QM also deals with orders for and sales of club merchandise.

When not in use all equipment should be kept in our club shed (Stores). This is located in the OU Sports Centre on Iffley Road - as you go down the driveway from Iffley Road, it is the further brown shed on the left side where the grandstand begins (with the sign 'Oxford University Sport').

To spread the work of looking after the equipment throughout the year, undertake some 'projects' each term, as follows:

a) Michaelmas term:

- Do a full inventory check. See section 4 below.
- Archive forms/records from other committee members. Forms can be discarded after 3 years (ref: MT03, first committee meeting)

b) Hilary term:

- Arrange the technical equipment inspection and follow up as required. See section 7 below.

c) Trinity term:

- Inspect the sleeping bags, tents and stoves. See section 8 below.

#### 1) Keys

You will receive a set of keys to gain access to stores during 0th week. The large brass key is the key to the shed itself. The small silver key unlocks the gate at the top of the driveway from Iffley Road. Although it is possible to get a minibus to Stores to load/unload, it is very difficult to turn it round to get out. Hence it is best to leave the bus on Iffley Road or a side street and carry things up there. Backing the minibus down has also worked well.

*It is vital that you do not lose the keys.* This cannot be overemphasised - if we lose them, every lock in the entire complex will need to be replaced. This will cost over £200 and the security services will blacklist the university. Any issue with the keys must be addressed by the committee immediately.

However, it is recognised that you will need to lend trip leaders the keys so they can return equipment to Stores after a trip (this is often late at night so you are not expected to meet them).

Make sure the keys are kept safe and that you get them back as soon as possible. If more than one trip needs keys, the President has the spare set.

## 2) Equipment for Club Trips

**Before a trip:** contact the trip leaders about a week before each trip to find out what club equipment will be required. For weekend trips, check what food there is and inform the trip leaders - please do this to avoid every trip buying a new jar of coffee, etc. Trip leaders will have a Loan Agreement For Trip Leaders from the Trip Ballot Meeting in Week 2 - remind them that you will need this from them.

New for MT08 onwards: trip leaders can also fill in the loan agreement form on a computer and e-mail it to you, as an option. A pre-filled version is available on the website (this is linked to from the Leaders' page, [www.ouwc.org/leaders](http://www.ouwc.org/leaders))

**On the day of a trip:** arrange to meet a trip leader at Stores, and arrange to be in contact when equipment is returned. Go to Stores early and prepare the equipment to facilitate a swift collection - a minibus might be waiting.

The Loan Agreement for Trip Leaders should record every item borrowed **with its individual code**. The trip leader who collects the equipment should sign this agreement for identification and agree to the conditions. The same form should record the return of each individual item - when all is returned, email the Treasurer who will authorise the payment of expenses if necessary.

Club members participating in a club trip may wish to borrow items such as waterproof trousers for the duration of the trip. They will usually tell the trip leader if this is the case. The trip leader may include such requests under the Loan Agreement for Trip Leaders, or the club members may borrow the items under their own name (see next section).

**After a trip:** visit Stores and check that all items have been returned. If anything is missing, follow it up with the trip organiser. When everything is back in, e-mail the treasurer (as refunds can only be processed once all equipment has been returned).

When storing equipment returned, make sure that everything is clean and dry. There is space in the front section of our shed to hang things out. Also check the food leftover from each trip and remove anything perishable. Keep the non-perishable food in secure boxes to keep vermin out.

Check whether tea towels need washing and whether any food containers need refilling: e.g. in MT08, we refilled a smaller bottle of cooking oil from a large bottle kept in Stores, and refilled tupperware containers of tea and sugar from stocks in Stores.

## 3) Equipment for Club Members

Only club members can borrow club equipment, and priority is given to club trips and members borrowing equipment specifically for use on a club trip. Usually someone will email you asking to borrow something. Check with the Membership Secretary that they are a current member (if you are unsure) then arrange to meet them at stores.

The borrower must sign the Loan Agreement for Members, under which s/he accepts the conditions of borrowing and use. This form should record the value of each item as given in the Club Equipment Inventory. For items borrowed specifically for a club trip, a deposit is not required. In all other

instances, the borrower must leave a deposit cheque (payable to OU Walking Club) for the total value of all equipment borrowed. A proposed return date must be stated. 2 copies of the Loan Agreement should be kept, one by the borrower and one in Stores.

When all the borrowed equipment is returned in reasonable time and satisfactory condition, destroy the deposit cheque. If any equipment is lost/damaged, the borrower must reimburse the club for it.

#### 4) Club Equipment Inventory (CEI)

This must be maintained with details of all items of club equipment, including those (map cases, compasses) under the Archivist's care. For insurance purposes, the CEI must also include a summary of the club's maps and guidebooks as these are kept in Stores - obtain this from the Archivist.

You must send an up-to-date version of the CEI to the Area Safety Officer for Sport (ASO) at the **start of each Michaelmas Term**. The CEI must be checked and updated thoroughly at least once a year and each version saved on the QM disc. Send the updated CEI to the Webmaster for uploading to the club website. To save webspace, exclude the less essential information from the web version.

New items must be labelled, recorded under New Equipment Purchases in the QM file and added to the CEI. The CEI must contain the following information: (for e.g. only)

<b><i>Item present (Yes/No)</i></b>	Yes	No
<b><i>ID Code</i></b>	SAM 001	CPN 016
<b><i>Type of object</i></b>	SAM splint	Crampons
<b><i>Make</i></b>	Seaberg	Grivel
<b><i>Model</i></b>	Roll	G10
<b><i>Size</i></b>	91.5 x 11.5 cm	One size / Adjustable
<b><i>Colour</i></b>	Orange/Blue	Black, yellow straps
<b><i>Description</i></b>	SAM splint for first aid use	10 pt, plastic shoe holders
<i>(exclude information below from web version) -----</i>		
<b><i>Date of purchase (Estimate - Yes/No)</i></b>	1/03 (No)	1/97 (Yes)
<b><i>Original price (Estimate - Yes/No)</i></b>	£11.64 (No)	£60.00 (Yes)
<b><i>Condition (out of 10)</i></b>	5	9
<b><i>Current value (condition * price)</i></b>	£5.82	£54.00
<b><i>Notes</i></b>	Eaten by rodents	-
<b><i>Technical (Yes/No)</i></b>	No	Yes
<b><i>Date of last inspection</i></b>	07-Nov-06	07-Feb-06
<b><i>Inspected by</i></b>	Zing	Neil Champion
<b><i>Technical Equipment : Lifespan</i></b>	-	5 years from 2006
<b><i>Technical Equipment : Retirement Date</i></b>	-	31-Dec-11

*Refer to:* (check for the most recent Inventory though!)

- QM disc > MT08 > Inventory MT08 (10 Jan 2009).xls

#### 5) Labelling of equipment

Each item of club equipment is given an ID code. 3 letters denote what the item is, followed by 3 digits unique to the item, e.g. compasses - COM 001, COM 002; ice axes - IAX 001, IAX 002. In practise, most equipment has been labelled with a single digit, e.g. COM 001 as COM 1.

This code must be visible on every item. Label each item in an appropriate manner to ensure this - you might consider engraving, painting or stitching! Check all codes during the full CEI check. Constantly check and re-mark the codes on frequently-borrowed items (e.g. map cases, waterproof trousers, First Aid Kits).

## **6) First Aid Kits (FAKs)**

The red Lifesystems FAKs owned by the club are normally required for club trips and are labelled FAK001 - FAK007. There is a separate checklist for FAK contents. Ensure that the Incident Card in the FAKs is the most recent version - check with the Trip & Safety Coordinator.

Check the FAKs at least twice a term to make sure all component items are replaced as necessary. Remind borrowers to keep FAKs dry - they have each been placed in ziploc bags. When the FAKs are returned, double check with their borrower whether any items have been used.

Note: Some of the FAKs now contain paracetamol. Trip leaders are legally allowed to give this to someone who needs it provided they have the person's consent and administer the right dose in accordance with the instructions and contraindications on the packet. This issue should have been dealt with in the first aid training course which all leaders should have completed.

*Refer to:*

- *QM disc > MT & TT 06 Zing > FAK checklist .doc*

## **7) Technical Equipment & Inspection**

A Technical Equipment Logbook was set up in November 2006. Specific guidelines for using it can be found at the front of the logbook itself, in the QM file and on the QM disc. These must be followed closely and updated to match current standards of good practice.

The club's technical equipment must be inspected by a suitably qualified examiner every year during **Hilary Term**. This is usually done in February - it is your job to arrange it. The examiner must be BMC-affiliated and qualified by training and experience (eg. MIA or MIC holder).

If the ASO is not BMC-affiliated, you will need to hire an external examiner and ask the ASO to attend the inspection. The inspection may cost up to £100 - request for a grant from the Sports or Safety Department through the ASO. If the examiner is not confident about the quality of the equipment, he will retire it. No-one is allowed to take equipment which is no longer fit for use.

Have another committee member attend the inspection (President or Trip & Safety). Get a follow-up report from the examiner. Also write reports on any subsequent actions taken by the club. Keep these in file and on disc - they could prove important for liability issues.

*Refer to:*

- *QM disc > MT & TT 06 Zing > Inspection 070206 Follow Up 2 .doc*

- *QM disc > MT & TT 06 Zing > Meeting with ASO 031106 .doc*

- *QM disc > MT & TT 06 Zing > Technical Logbook Guidelines .doc*

## **8) Sleeping Bag, Tent and Stove Check**

In Trinity Term, take out and examine each sleeping bag, tent and stove. For the tents it might be worth enlisting help. Rate each one's condition out of 10 (where 10 out of 10 is new) and update the Inventory file, adding notes about the condition as needed.

Wash all the sleeping bags, sleeping bag liners and waterproofs. Use non-biological soap, a cold wash setting, and hang to dry.

## **9) Merchandise**

We have club t-shirts, mugs and posters for sale. Ensure that these are advertised accurately on the website and termcard. Try to sell these items at Free Tea and Socials. Keep a record of sales and pass any payments to the Treasurer.

Stockcheck the merchandise during the full CEI check. Manufacturers' contact details are in the QM file. Order more stock when necessary, leaving ample time for delivery. Poster designs are on a disc kept in the QM file - they were printed cheaply in Singapore; contact details are written on the disc.

## **10) Miscellaneous**

Your committee email address is [quartermaster@ouwc.org](mailto:quartermaster@ouwc.org). The Webmaster will arrange forwarding to your Herald or other account. Check it regularly for committee emails, loan requests, etc.

You get to distribute, maintain and ensure the return of the Orange Book (or Anti-Orange Book for X-trips) - make sure it goes on every weekend trip and survives!

Update these terms of reference if necessary at the end of each term, submit an updated copy to the Secretary and check that the copy in your file is updated before handing over to your successor. So good luck, and if you have any questions regarding the job feel free to ask any previous QM.