

Terms of Reference - Secretary

For further information that is relevant to the position of OUWC secretary, please see the OUWC constitution. The most up to date constitution should be in the secretary's electronic files, as well as on the OUWC website.

Sports Fed = OU Sports Federation

TO = trip organiser

The Secretary is a leading figure of the OU Walking Club. The job involves several different responsibilities including maintaining flow of information within the club committee over time. The following list describes the Secretary's key responsibilities, but one of the most important duties is to keep tabs on the President, to make sure that he/she is doing the job properly! The Secretary's job (as with all other committee positions) begins at the Transfer of Power (at the TGM) and ends at the same time in the next term. The main tasks are:

- Taking the minutes at committee meetings and distributing them to committee shortly after each meeting
- Sending an agenda for each upcoming meeting.
- Dealing with the club's correspondence.
- Dealing with minibus bookings and booking minibus tests.

Below is a list of things to do. Please note it is not exhaustive!

After your election

1. Obtain all the files from the previous secretary.
2. Remind the previous Secretary to give you the minutes of the final committee meeting of the previous term, as well as the TGM minutes and copies of motions to be ratified at the next TGM, if any.

At the start of term

1. Set the time and location of the first committee meeting of term (usually on Wednesday week 0), and with this send out the minutes of the final committee meeting of the previous term to all the members of the new committee.
2. Fill in the new committee registration form (MUST BE DONE EACH TERM), available from the Sports Fed website www.sport.ox.ac.uk (the template is one of the electronic Secretary's files). Check the **Sports Fed Mailout** that is sent out near the beginning of term, which should ask for the new committee registration form to be sent by Friday of 1st week.
3. At the first committee meeting of term (usually in week 0) get all members of the new committee to sign a declaration (the template is one of the electronic secretary's files). This was recommended to us by the BMC.
4. Check that the Social secretary is organising the social schedule and booking relevant rooms.
5. Email the Minibus Driver's Advice Sheet to the walking-drivers maillist (*can be done by the T&SC*).
6. Notify the Proctors (through the Director of Sport) promptly of any change in the Constitution.
7. Send minutes from TGMs and committee meetings of any terms more than 3 years ago to the Bodleian Archives, giving them advance notice via email: Mike Webb, Western Manuscripts, Bodleian Library, mike.webb@bodley.ox.ac.uk. [email current MT09]

Throughout your term of office

1. Take minutes of committee meetings and send out minutes and agendas. Send the agenda of the next committee meeting along with the minutes of the last meeting to the committee, no less than three days before the committee meeting. (Templates for minutes are in the electronic secretary's files.) Be careful about recording names (e.g. if a member has complained or someone has been referred for

further training after a minibus course, just say “a member”) and jokes.

2. Prepare a Secretary's report for committee meetings. This is to let the committee know what you have been doing, and all committee members will give their reports at the meeting (it isn't very formal)

3. Ensure that rooms have been booked for all events. Check all arrangements for Free Tea, TGM, Ceilidh, Annual Dinner, Punt Party, Freshers' Fair etc. have been made (according to which of these happen in your term of office). *This is general work that the committee does together: the secretary simply plays a part in keeping track of what is going on and making sure things are getting done*

4. Keep your files well ordered and up to date.

5. Encourage members to be more active - look out for prospective TOs, drivers and committee members etc.

6. Try to recruit potential minibus drivers and book their minibus tests (see “Minibus Related Work” section for more information).

7. You are responsible for the walking-drivers@maillist.ox.ac.uk mailing list.

At the end of your term

1. In the committee meeting of 6th week remind the committee members to update their Terms of Reference if necessary, considering particular changes that have been introduced that term. These should ideally be submitted to the Secretary before the TGM by all committee members, but it is particularly important that they must be submitted before the beginning of the next term by the previous holder of a committee position **if the position is changing hands**. The terms of reference are the most important source of consistent information transmission as the committee changes. Keep a copy of the Terms of Reference for each committee member in the secretary electronic files. Ensure the President and Webmaster also have an up to date copy.

2. Request an updated copy of the official Sports Fed OUWC minibus driver list from David De-Beger
3. The TGM happens - see section below on TGM

Format of agenda/minutes – committee meetings

Typical agenda for a committee meeting (see template in electronic Secretary's files):

1. Apologies for absence
2. Matters arising from the previous minutes. *This involves a summary of the outcome of the actions that were assigned at the previous committee meeting's minutes.*
3. Officers' reports in the following order: President, Secretary, Treasurer, Trip and safety coordinator, all others
4. Report on recent events. *Reports on events since the last committee meeting (ie. last two weeks), eg. local walks, socials, trips etc.*
5. Specific important business. *What material should be included here is intuitive: it is anything that stands out from the rest of the meeting as being more important for the running of OUWC.*
6. Any other business. *Mainly things that don't fit well into the other sections.*
7. Date, time and venue of next meeting

When something is reported in the minutes that requires an action (especially a time-sensitive action), that action should be specifically proposed at the relevant place in the minutes, naming a person(s) who it is assigned to. When the minutes are attached to the email sent out to the committee after the meeting, it may be useful to summarise the minutes in the email by listing the actions that were proposed, although ideally the committee should read the entire minutes.

Format of agenda/minutes – TGM

1. Apologies for absence
2. Objections to the previous minutes
3. Matters arising from the previous minutes
4. Officers' reports: President, Secretary, Treasurer, Trip and safety coordinator, Membership Secretary, Any others
5. Specific important business
6. Election of officers and committee
7. Any other business
8. Transfer of power

The TGM (see **constitution** for more information)

1. Send out notice of the date and time of the TGM no less than 14 days before the TGM.
2. Send out the agenda, including any motions, and minutes of the previous term's TGM no less than 7 days before the TGM. With it should be sent nominations for the senior member and officer roles, proposed and seconded. The current President may not propose or second anyone.
3. Ensure that quorum will be reached (8 individuals, of whom 3 are committee members). Email individuals and ask if they would be prepared to attend.
4. Actively ask people to consider joining the committee – the positions need to be filled. *There is NO BETTER METHOD than to email people individually asking them to take a committee position. Positions that will be vacant for the next term are generally advertised in the weeks before the TGM using the Walking Announce mailing list, but people tend to not give proper consideration to mass emails. In the past, committee positions have most often been filled by asking individuals who have shown interest*

in OUWC, eg. by coming on trips, leading, organising or attending socials etc.

5. Give a report on the term's activities and trips, and take minutes. Give them to the following term's secretary.

Any motion to be discussed must be submitted to the Secretary no less than 7 days before the meeting, by at least 3 committee members. These should be sent out with the agenda in the “specific important business” section.

Try to ensure that candidate proposals for Officers (President, Secretary, Treasurer, Trip & Safety Coordinator) and Senior Member have been received in writing 7 days before the TGM. These must be proposed and seconded and have the consent of the nominee, with the name of the proposers and seconders specified at the election. To stand for Secretary, Treasurer or Trip & Safety Coordinator you must have either served one term on committee or fulfilled the position of TO on a Club trip, or led on a club trip. To stand for President you must have served one term as Secretary, Treasurer or Trip & Safety Coordinator.

Nominations for other committee members shall be received in writing no less than 24 hours before the TGM.

Explain what will happen to the people standing for contested posts. If there are no nominations for a committee position then nominations may be taken from the floor of the meeting.

The Agenda, minutes, motions and officers reports should be filed in the minutes file. If a change in the code of practice or the constitution has been ratified then these documents will need to be updated. Ensure the Webmaster changes the version on the webpage. A copy of the changed documents should be sent to the Director of Sport. Update the copies in the Current Affairs file. When you hand over to your successor, ensure important files and disks do not get lost.

Minibus-related work

As OUWC secretary, your contact at Oxford University Sports Fed for things regarding minibuses is David De-Beger: david.de-

begeer@sport.ox.ac.uk or transport@sport.ox.ac.uk, or 01865 241335
(Current MT15)

Booking Minibuses

The web page for booking minibuses for trips is
<http://www.sport.ox.ac.uk/student-sport/resources/register-a-trip/>

It is important that this is filled in as soon as enough leaders and drivers are recruited for a given trip and always before the start of term if the trip is in weeks 1-4. The trip participants list should be left blank and an explanation such as 'Participation statements for all participants on the trip will be found in the pigeonhole of ... at ...', including next of kin contact details. They will be placed there just before departure from Oxford, constituting the final list of participants' should be used.

If any changes need to be made to the booking, or any problems arise with regards to minibuses or drivers, Sports Fed should be emailed. Confirmation that the booking has been received by the Sports Fed will be sent by email to the TO. No further confirmations will be sent. However, if there is a problem with the minibus booking, Sports Fed will email the TO. The Sports Fed have requested that we do not phone the hire company to seek confirmation for a booking or to attempt to resolve a misunderstanding to avoid confusion. However, as of MT10 Hotsons Eurodrive have asked us to ring them to confirm our bookings as the Sports Fed have occasionally failed to pass on our bookings correctly. *Also, in MT15, there was some confusion over whether a 14 or 15 seat minibus had been booked due to improper communication from the Sports Fed, so it may be important for TOs to confirm the booking including this information a few days before the trip: let them know this.*

Whilst the secretary can no longer be involved in booking minibuses because of changes to the registration, you will still be responsible for helping the TO to resolve any difficulties they may face. If any problems do arise, you should liaise with the TO and Sports Fed. In the case of accident or damage to a minibus, contact the Sports Fed
IMMEDIATELY

We hire minibuses under the University's Transport Scheme. There are several companies involved in this scheme. Usually, we have hired from Hotsons Eurodrive (Cowley). However, we might very occasionally book minibuses with Target Vehicle Rentals. Information on Target has been removed from the Minibus Drivers' Advice Sheet (TT06), so you'll need to give the Trip Leader(s) and Driver(s) more information.

The section on Target Vehicle Rentals removed from the Minibus Drivers Advice Sheet is (information may be out of date):

Target Vehicle Rentals

Unit 7-8 Hinksey Business Centre, North Hinksey Lane, Botley, OX2 0NR

Getting there: The 4, 4A, 4B and 4C buses from the town centre goes to the Elms Parade Shops just off Botley Road. Alternatively, you could cycle there.

Target Opening Hours:

Mon – Fri: 8.00 a.m. – 6.00 p.m.

Saturday: 8.00 a.m. – 12.00 noon

Sunday: 8.00 a.m. – 10.00 a.m. (Returns)

Collection times: Target minibuses must generally be collected on the day of the full hire. The Trip Leader will advise you of when to collect the minibus.

Please note: If the minibuses are not fully booked the day before, it may be possible to collect the minibus the previous evening (from 5pm). Contact Target a couple of days before to check this.

If for any reason the hire company need to be contacted, the details can be found on their websites.

For reference, charges from Hotsons Eurodrive are £70.20/day or £42/half day for a 15 seat minibus, and £34.20 per day for a car (half days not available for car) (Prices correct as of MT15). CHECK THE PRICE FOR A 17-SEAT MINIBUS BY PHONING HOTSONS EURODRIVE

As we operate under the university Transport Scheme, we need to pay the university separately for insurance (from 1/10/07). This is £11/day (i.e. £33 for a weekend trip). (Price correct as of MT15).

Emergencies

For information on minibus-related emergency procedures, see *Minibus Drivers Advice Sheet* and *Incident Card* (both in secretary's electronic files and on OUWC website)

Return of minibuses

Minibuses hired from Hotsons Eurodrive can be returned outside of the company's opening hours. However, minibuses hired from Target cannot. This may mean that you will be unable to return the minibus until 8am on Monday after the trip. If you are unhappy about this, please speak to the Trip Leader in advance. When you return the minibus, Target will conduct a post-hire damage inspection. If you are hiring a bus from Target, you will need to check the arrangements for insurance payment with the Sports Fed.

Recruiting Club Drivers

The availability of club drivers can be a 'limiting factor' on running enough trips to satisfy demand, so it is important to maintain driver numbers by an effective recruitment campaign. *Free Tea* is a good place to recruit potential drivers and strongly worded sections for the weekly walking-announce email are recommended – stress the vital role they play, and the fact they can bring a friend. The Membership Secretary is supposed to help recruitment by occasionally emailing all those over 21.

Example email for minibus driver recruitment:

“OUWC is able to go on **more trips** if we have more minibus drivers. At the moment the number of drivers available tends to impose a limit on the number of trips that can be done. We really don't want things to be this way, especially when it is so very **easy** (and **free!**) to

become a minibus driver!

If you are **aged 21 or over** and have held a **clean driving license for 2 years** (it does not necessarily have to be UK or even EU!) or more, then you are eligible to take the **SportsFed minibus course**. The course takes about **2 hours** to complete, and involves both training and a short test at the end. Once you have passed the course (which most people do), you can drive for OUWC on any of our club trips, getting a **guaranteed space for you and a friend**. Non-alcoholic drinks of their choice are now considered a claimable expense for drivers when stopping at a service station for a break.

All costs for the course are **paid by OUWC**.

Contact [*insert name*] (secretary@ouwc.org) if interested."

University Minibus Courses

There are two types of University Minibus Course: a training course and an assessment course. Current courses are given at <http://www.sport.ox.ac.uk/student-sport/travel/>, but email Sports Fed even if there are no spaces. They will often be able to let you know the dates of the next available courses before they are advertised. All club drivers must have passed the University Minibus Assessment Course. To be eligible to take the course, a person must be aged 21+, have held a clean car driving licence for at least 2 years, be a club member (this is essential) and have been matriculated into the University or be a staff member (this is not always essential if a copy of licence is sent to the insurance company - contact transport@sport.ox.ac.uk if this case arises). See <https://www.gov.uk/driving-nongb-licence> for the most up to date information about the types of driving license a person can have to be eligible for the minibus course. *Essentially, if someone is allowed to drive in the UK, they are eligible for the course, unless it is specified (in the above link) that they may only drive small vehicles. Any license endorsements do not necessarily prevent a person from driving minibuses, the insurance company must clear it in advance – contact transport@sport.ox.ac.uk.*

To book a member on to a University Minibus Course, contact David De-Beger (david.de-beger@sport.ox.ac.uk) with names to book the

places. For each booking, the club pays £15 (and the University directly pays a £10 subsidy, the total cost for a test being £25). The club should be invoiced monthly or termly – *when you book someone on a course, copy the e-mail to the treasurer so they know how much the club should be invoiced for.* Cheques should be sent to Assistant Sports Administrator, OU Sports Complex, Iffley Road, made payable to Oxford University Sports Department. *If someone fails to turn up, then the club will be charged the full cost of £25+VAT: the club will pass the bill on to the potential driver and so this aspect must be made clear before booking course,* and you should send a reminder e-mail before the course. People are generally either ‘approved’ after the course, or are referred for a further training course.

Do inform potential drivers that they are obliged to drive for at least one club trip within a year of their minibus course, since the club sponsors the £15.

Minibus GPS

In MT15, the president bought a **Garmin nüvi 55** car GPS with lifetime updates of Ireland and UK maps which Danni received. I registered it with Garmin, updated and labelled it. We used it for the Snowdonia trip and it worked fine and was helpful.

It was registered using the new e-mail address (forwarder) gps@ouwc.org, which is set up to go to secretary@ouwc.org, trip.safety@ouwc.org and training@ouwc.org right now. Who gps@ouwc.org forwards to can always be revised by the webmaster in future. The GPS’ serial number is 3A7252174. It has been updated to software version 4.50 and maps version 2016.20. You need to install Garmin’s Garmin Express software on a Windows PC to be able to update the GPS.

The GPS is stored in stores at Iffley Road sports complex.

Official List of Club Drivers

There is an official list kept by David De-Beger (david.de-beger@sport.ox.ac.uk) of those who have passed the University Minibus Assessment. Hotsons Eurodrive has access to the official list

and will not let anyone who is not on the official list drive the minibuses. *All drivers are automatically removed from the official list after 2 years, during the revision of the list that occurs on October 1 each year: to keep a driver on the official list after 2 years you must request an extension from david.de-beger@sport.ox.ac.uk.* Many drivers will drive for the club for more than 2 years so you must regularly review the official list of drivers. *All drivers are automatically removed from the official list after 4 years in total: after this point drivers are required to retake the University Minibus Assessment again.*

Help Dave to keep the official list up to date by telling him when you are sure that a driver will not drive for the club again. It should also be noted that *only drivers whose red licence cards have been shown to Hotsons and names placed in the database for that particular trip may drive the minibus (see next section)*

Under 'duty of disclosure' obligations to the University's insurers, transport@sport.ox.ac.uk must be informed if someone driving under the University Transport Scheme has any endorsements on their license (i.e. penalty points). This does not necessarily mean that they can not drive under the scheme, but they must be cleared in advance by the University's insurers. Failure to do so may result in the criminal offence of "driving whilst uninsured".

Proof of license – red Transport Scheme cards

As of MT15, the Sports Fed has introduced a system whereby any driver qualified to drive minibuses/MPVs under the University Transport Scheme are given a red Transport Scheme card that they must present at Hotsons Eurodrive to prove that they are qualified to drive a minibus. *There is no longer any need to present their driving license and counterpart.* Each qualified driver's card is either being kept with the driver or the secretary at present; *it must be kept track of where each card is, as the driver that goes to pick up a minibus for a trip must bring the red cards of all drivers for the trip to prove that all the minibus drivers who will be driving on the trip are qualified to do so.*

Personal Lists of Club Drivers

Keep your own drivers list (spreadsheet) up-to-date with the drivers' contact information, date of passing the test, when they intend to leave Oxford and their membership status (liaise with the Membership Secretary). It is a good idea to keep details of those who have passed the University Minibus Assessment but are not currently members as they may return to be active club members. The minibus driver list is one of the Secretary's electronic files.

Walking-drivers Mailing List

The club has a walking-drivers mailing list for communication with the drivers. The Webmaster will arrange for you to be in charge of this mailing list before the start of term. The Webmaster will need to know your Herald username (but not your password) in order to do this. To send an email to the drivers, compose your email using your herald account and send it to walking-drivers@maillist.ox.ac.uk. Within a matter of minutes you will receive an automated response requesting approval for the message to be sent to the list. To approve your message, reply to the automated response as indicated in the main body of the email. You can send an email to all of the club's drivers to request that a driver is needed for a trip or to inform all of the drivers of any matters that need particular attention. It is important to keep the list of drivers on the walking-drivers mailing list up to date. You can do this by logging into the OUCS mailing list manager at <https://maillist.ox.ac.uk/Login> and following the instructions under the subscribers screen. In particular you should immediately subscribe the e-mail address of each new driver who has passed the University Minibus Course. The e-mail addresses of the President, Trip and Safety Coordinator are automatically subscribed to the mailing list. If in any doubt as to the use of the mailing list, then the Webmaster will be able to help.

Number of Drivers Required for Club Trips

Recommendations made by the Area Safety Officer for Sport state that drivers should not drive for more than 2 hours without a swap or break. The club therefore has the following guidelines to assist this:

1. Trips to New Forest, Cotswolds, Chilterns, Malverns, Wye Valley, Forest of Dean and New Forest (and any other location less than 2 hours drive from Oxford) must have at least 1 minibus driver.
2. All other trips involving 1 minibus must have at least 2 drivers.
3. Trips to the same destination involving more than 1 minibus must have at least 2 drivers for the first minibus and at least 1 driver thereafter, (i.e. 3 drivers for 2 minibuses), with mobile phone contact between the TOs so the drivers can change minibuses if there is a problem. The ideal should be to have 2 drivers per bus, especially on journeys substantially over 2 hours in length.

Ensuring Club Trips Run Smoothly Minibus-wise

At the TOs' Meeting (or by email) it is a good idea to quickly point out any safety issues to TOs such as loading of the minibus and breakdown procedures, reiterate that the club's Minibus Breakdown Procedure is in the ***Incident Cards*** (which are present in all of the club's First Aid Kits), and offer the loan of the 'Roadcraft Handbook' (*not sure where this is*) to any drivers who are interested.

Remind TOs to remind their drivers that the minibus fuel tank must be full when the bus is returned. The driver should fill up at Tesco's (or similar) near Hotsons Eurodrive, even if the gauge shows the tank is full. The club has recently been fined due to someone making this mistake.

Ensuring trips have a sufficient number of minibus drivers: *it is quite practical for the job of ensuring trips have a sufficient number of drivers to be allocated to the Trip & Safety Co-ordinator because they are generally in charge of making sure trips run smoothly, including ensuring that there are a sufficient number of leaders. Generally, the jobs outlined under this subheading should be co-ordinated with, including possibly being allocated to, the T & SC: liaise with them to decide who does what.*

Cancelling Trips with an Insufficient Number of Drivers

If a trip does not have the required number of drivers by 48 hours before the pick up time (Hotsons Eurodrive requests *Wednesday morning* notification for Weekend Trips) the TO must cancel the minibus booking through the Sports Fed. If a cancellation is made with less than 48 hours notice then the club is charged a proportion of the hire even if the minibus is not collected. There should be no exceptions to this rule, even if there is pressure from a Trip Leader or a driver insists that he or she is prepared to drive the whole journey, because it is a fundamental issue of club safety. Make sure TOs know the information in this section.

Like the above section, it may be practical for this work to be allocated to the Trip & Safety Co-ordinator: liaise with them to decide who does what.

Section 19 Permit Scheme

As a non-profit making organisation the club operates under the section 19 permit scheme, which allows it to charge for membership and trip expenses without complying with commercial PCV requirements. For the insurance to be valid it is essential that a section 19 permit disc be displayed on the windscreen of every bus we use. Hotsons Eurodrive should supply the permit for each minibus but occasionally it has been missing, so the drivers and TOs must be encouraged to check that it is present. Under this scheme there are extra requirements for drivers who received their car driving licence from 1 Jan 1997, so the driver can receive no payment or consideration for driving and the gross weight of the minibus must not exceed 3.5 tonnes. *You should refer to the DfT operators' guide and BMC guidelines to keep up-to-date with safety and legal information.*

Driver Subsidies/incentives

Subsidising drivers to aid recruitment and make sure they drive on trips is an issue that has been discussed several times by the club's committee. Unfortunately the section 19 permit scheme is clear that the club's drivers may not drive for 'hire or reward' and this includes a discount in the cost of participating in a trip or even a free coke at the pub. Although there is an argument for assisting the finances of

drivers who step in to save club trips there is simply no way round the issue: driver subsidies are not permitted.

However, after consideration by the committee it was decided in MT15 that non-alcoholic beverages at service stations can be considered a claimable expense for drivers, as they are necessary to ensure optimal driving performance, and it makes sense for OUWC to pay a small amount for something that is necessary for the safety of its members.

Minibus Drivers' Advice Sheet

Liaise regularly with the Trip and Safety Coordinator to make any necessary amendments to the Minibus Drivers' Advice Sheet, and ensure all drivers and the webmaster (to upload to the website) are emailed an up-to-date copy. *It is normally sent from the Sports Fed by email at the beginning of each academic year.* This is a vital source of information for drivers picking up and driving buses for the club and thus the information in it should be accurate. A copy should also be kept in the Club Documents file, and make sure that the Trip and Safety Coordinator keeps the Trip Document file up-to-date with the most recent Advice Sheet.

Dealing with complaints against drivers

You should liaise with the Trip and Safety Coordinator should a complaint be filed against a driver by a Trip Leader or member. Remember, you are not responsible for the standard of driving on walking club trips, but any serious complaints should be followed up. Sports Fed should be the first port of call, and should be able to advise how to sensitively handle the complaint. This is a difficult issue that should be handled with care, as there is a very delicate balance to strike between the safety of our members and not making our drivers feel that they are under constant surveillance.

Please remember to be very nice to Hotsons Eurodrive, David De-Beger and all of the club's drivers: they let our trips run!

Yellow forms

You are responsible for keeping the yellow forms that Hotsons Eurodrive gives to the people who pick up a minibus for a trip – these are sent to you after the trip has happened. Keep these in your files. *To find out: when can you get rid of these, and what are they important for?*

STASH (information last updated Hilary Term 2015)

Since Trinity Term 2014, we have been offering a range of stash (clothing items with the club's logo on) to members and anyone else who wants it! Our provider is [Shirtworks](#), which is a company based in Oxford with a shop on the corner of Cowley road and Tyndale road. *The secretary is in charge of advertising and ordering OUWC stash.* The clothing options are as follows: Men's Polo Shirt (£18), Women's Polo Shirt (£19), Unisex Hoodie (£18), Men's Fleece (£21), Women's Fleece (£21), Unisex Microfleece (£21), and Woolly Hat (£10). More information is at <http://www.ouwc.org/merchandise/>. The prices of garments provided by Shirtworks appear to change quite often and it is important to submit test quotes on their website to make sure of prices of garments before we advertise the garments at a particular price on the OUWC website. If necessary, email Shirtworks to confirm too. Shirtworks add 20% VAT to orders, so the price of each garment on the OUWC website corresponds to its most recent price in a Shirtworks quote + 20% VAT. Items must be ordered with the same logo embroidered to the same size on each garment (large OUWC logo is what we use) as then a bulk discount is applied according to the embroidery pricing brackets of 1-8, 8-19, 20-40, or 40+ garments. If ordering exactly the same product (ie. same product in same colour with same colour logo), even if in different sizes there is slight price reduction for that product.

The current format of the garments is with the club's logo (large) embroidered on the left chest, except for hats where it is in the middle. We offer the option of personalisations, which are vinyl printed on the back of a garment (other positions can be done if specified). Each personalisation costs **£3**. It may not be possible to get personalisations on hats as they are so small, and the full logo embroidery may also not be possible (only the boot symbol of the club logo may fit, not the "OUWC" part).

People order their stash using the stash booking form in the link above. This booking form should be active from roughly the beginning of each term until the time that the order of stash is placed with Shirtworks. This is done once a term, and should be done at the beginning of 6th week at the latest so that items are ready and distributed to those who requested them by the end of each term. The easiest way to place an order is to put through a quote on the Shirtworks website that contains all of the items that we would like to order, and then go to Shirtworks on Cowley Road to go through the order with them and make sure there are absolutely no misunderstandings and that everything we are ordering can be made. It may take some time for the order to be processed and for the garments to be ready once they are ordered. Once they are ready, they can be collected at Shirtworks on Cowley, and a time and place can be arranged for their distribution to whoever has requested them.

It is not essential to confirm that everyone requesting stash has paid for it before you place the order, as those who haven't paid can be followed up, or will simply not be given their garments if they fail to pay, and we are likely to be able to sell their garments to someone else if needed. When filling in the stash booking form on the website, each person requesting stash should have been given a unique transaction reference so that their payment can be identified (a similar system to the trip booking form). You can confirm with the treasurer about who has and who hasn't paid after the order is placed, and follow up those who haven't paid.

Shirtworks can order up to 5 garments for a sample to see whether we like them

Finally, help your successor as necessary!

Terms of reference last updated Michaelmas Term 2015 by Tom Waksman thomas.waksman@seh.ox.ac.uk

