A.N.F CONVENTION GUIDELINES

1. Use of Document

This document is for the use of clubs and resorts as a guideline when formulating a proposal to host an Australian Nudist Federation (ANF) annual convention. The guideline should be used when completing the form 'Application to Host an ANF Convention'. The form is to be lodged with the ANF in time to be circulated to all member clubs for the AGM (General Assembly) at least 2 years prior to the proposed hosting of the convention.

2. Objectives

The objectives of this Document are:
1. To provide a working document for a Club/ Resort when proposing to host a convention.
2. To provide a guideline as to what needs to be considered when clubs/resorts are proposing to host a convention.

3. Program

It is recommended that Clubs/Resorts should provide to the ANF AGM the following materials:

- A draft reservation application form;
- Outline of the facilities available;
- A broad outline of Social Activities;
- Proposed dates of the convention;
- Facilities available;
- Requirements for entry; and
- Fee structure

4. Personnel

Hosting a convention is a major undertaking and it is important for clubs/resorts ensure it has available a large work force to assist in conducting all the tasks that need to be completed to ensure a successful convention.
In addition to having the necessary staff members, it is important to have team leaders designated with the responsibility of managing specific areas of responsibility. It is suggested that team leaders should be appointed for the following:

- Convention convener. The convener may also require the assistance of a secretary and finance officer to handle the management of day-to-day correspondence, budgeting, collection of monies, payment of accounts and controlling income and expenditure etc;
- Sports coordinator – to oversight the sports program including the team captains meetings, programming games/matches, tallying results, running the swimming carnival);
- Dining Room and related activities including all meals/drinks/shop etc
- Repair and Maintenance to cover breakdowns in electrical, water, septic systems.
- Socials/Functions coordinator. This will include such items as Cocktail hour,

opening function (including a free opening sausage sizzle), day tour/s, night activities etc
- Children's program. Including, YNOA activities and meetings, video night/s etc
- Promotion and dissemination of information. Including daily news, flyers, notices, Fire control warnings, emergency information, PA system etc
- Grounds officer. Including allocation of sites, movement onto and off site, maintenance of grounds etc.

5. Bookings

It is recommended that the club proposing to host a convention should appoint a convention convener. The primary role of the convener is to maintain a booking register, which should list the following details; name of attendees, address, Club, booking dates, deposit received and receipt numbers issued.

Use of the booking system is as follows:
I) Application and deposits received by secretary/treasurer.
ii) Details entered in Booking Register and then passed on to site allocator.
iii) Deposit handed to the treasurer/manager who signs Booking Register and enters the receipt number.
iv) Treasurer/Manager to post receipt to applicant and location map and other relevant supporting information.

The register would be numbered to show powered and un-powered sites.

6. Entrance (Security)

The Entrance Gate should be manned on a roster system of club members for arrivals and locked at all other times.

Entrance to the convention should be allowed upon production of current ANF/INF Passport or production of current club membership identification.

When visitors arrive, persons manning the gate should inform the Grounds officer and Treasurer. The details of the booking should be checked against the Booking register. If a Booking has not been made, the allocation of a site (if available) will be made, and the details entered in the Booking Register. The treasurer will obtain the full fees payable and issue a receipt and a convention pack of materials (if available). Details of payment are to be entered in the register.

7. ANF Convention Requirements

Publicity: Any publicity planned for the convention should be coordinated with the A.N.F Executive.

ANF Delegates Meeting (AGM of the ANF also referred to as the General Assembly of clubs): This meeting is usually scheduled for the 1st or 2nd day of the Convention. It is expected that the host club will provide a free Lunch, tea, coffee and water for all

officials attending the meeting. The appropriate venue will also need to be provided for this meeting. A public address system for the meeting is also required so that all delegates can hear clearly and be involved with the meeting and its decisions.

ANF Supporters Club Annual Meeting: The Secretary of the ANF Supporters club is expected to schedule a meeting of the Supporters Club prior to the ANF Delegates Meeting. The host club will need to allocate an appropriate room for this meeting.
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Convention Programs: A draft convention program should be submitted with the application for hosting a Convention followed by regular up-dates submitted to the A.N.F prior to finalisationfinalization of the program.

Sports Captains Meeting: Early on the First Day of the Convention, a sports captains meeting must be scheduled to allow sports captains from each of the attending clubs to submit there list of sports in which their club will be participating and to discuss any motions relating to changes in the sports rules as applicable. The Host Club/Resort is expected to provide a Sports Co-Coordinator and venue for this meeting.

8. Garbage Disposal

Upon arrival visitor should be issued with suitable garbage bags and advised on waste disposal and recycling procedures as applicable.

It is suggested that the Club/Resort arrange a daily garbage pickup to be made from allocated sites otherwise a drop off points should be provided in convenient locations.

7. Toilets

Prior to the convention, it is recommended that a full assessment of the toilet facilities be made and, depending on booking numbers, consideration should be made for providing temporary toilets to be located around the various campsites.

Consideration should also be given to Pumping out the septic system (if applicable) prior to the start of the Convention. A roster for regular cleaning of toilets should also be made (recommended a minimum of 3 times daily).

8. Shower and Laundry Facilities

A full assessment of shower and washing facilities available should be made and, depending on booking numbers, consideration should be given for upgrading or providing temporary facilities.

Consideration should also be made to divert grey water from the septic system to minimize loading of the system.

Visitors should be advised of the arrangements for laundry facilities (both on and offsite) including applicable costs.

9. Communication

It is essential that information be distributed in a timely manner. A public address (PA) system is required for sport announcements, emergencies and general communications.

During the hours the sports are being conducted it is important that it be manned or available to the sport organizers.

On previous occasions, host clubs/resorts have produced a daily newsletter with details of sports results, coming events (functions/outings) and snippets as to what is happening around the convention. This has proved to be popular and is strongly supported by the ANF executive.

10. Fire Precautions And Emergency Management Plan

A fully operational fire and emergency management plan is to be in place during the convention. Details of the plan are to be provided to the A.N.F Executive for review at least 6 months prior to the convention.

All visitors, on their arrival, are to be issued with the required information relating to general safety, evacuation and emergency procedures. During the opening ceremony, a general announcement is to be made concerning the fire and emergency management plan.

11. First Aid

A minimum of one suitably accredited first aider should be available at all times during the convention.

All relevant Emergency Information such as local doctors, hospital/s, emergency numbers etc should be provided in the convention pack to all visitors. This should also be clearly displayed in areas around the club/resort. The first aid station and first aiders should also be identified for those attending the convention. (Visitors may also be requested to assist as identified first aiders if they agree and have the appropriate current qualifications. This may be requested on the convention application form if required by the host club/resort.

Consideration should be given to have available a self-diagnosing defibrillator during the convention. If this is provided, it is essential that a suitable qualified person is available to operate the device.

12. Convention Concessions

The following items should be made available to visitors:

- Ice – Refrigerated Ice Cabinets can be hired to provide ‘for sale’ ice at designated location and times.
- T-Shirts/Caps etc – Club or convention Tee Shirts, caps etc should be available for sale with a design especially fitting the theme of the convention.

- General Groceries – A small 'in-house' shop should be established to provide essentials such as; eggs, meat, milk, drinks, sunscreen, ice creams, bread, tissues etc. This may be achieved by taking orders for supply from local traders.

13. Meals

Consideration should given to the provision of meals to attendees during the convention including breakfast, lunch and dinner. Experience shows that if meals are of good quality and affordable, visitors will make good use of the service thus giving the host club/resort a source for making money. Proof of any Food Handling Certificates and/or Health Department Registration of the kitchen is essential.

15. Social Activities

Internal

Social Activities should be approached with the idea in mind of providing some free entertainment on most nights of the convention. In this way, the financial burden on family units attending the convention is eased.

The following free nights are usually provided during conventions:

- Opening Ceremony including welcoming speeches and flag raising followed by a sausage sizzle
- New Years Eve Party with either a band or DJ provided. (An activity free day is usually included as part of the convention period. This usually follows New Years eve)
- Disco Night
- Film Night
- Concert Night with Clubs providing singing and comedy acts. Organizers would require some experience with this sort of activity and suitable Music and PA system would be required.
- Presentation Night held on last night of the convention includes Trophy Presentation, Flag Handing Over Ceremony to Club hosting the next convention, Speeches and Band or Disco.

Other social activities that could involve a cost that may be considered include:

- Happy Hours -with Cocktails and other drinks made available in a central area from say 5 pm to 6 pm each evening.

External

Social activities can be included that may involve visits to nearby venues such as Restaurants, Wineries, Free Beaches and other tourist places of interest. This would be done at the visitors expense and should include appropriate transport to the venue.

16. Youth Activities.

Activities for Teenagers and Children attending the convention should be a high priority and both inside and outside activities should be organized. The convener should liaise with the ANF Vice President and the YNOA Officer to co-ordinate these activities.

In respect to the outside activities, the ANF runs an auction during the convention involving the auctioning of donated goods and the funds raised are then made available to subsidise some outside activities (Currently up to $1,500 per convention. Contact the ANF VP for the current allocation for the children's activities).

During the early part of the convention, a meeting of the youth attending is arranged to discuss and plan activities and to allow them to consider what options are available. During the Convention the Youth are also asked to vote on the Convention Sports Youth Person of the Year and the Convention Youth Person of the Year. The results of this vote is announced and awarded on the presentation night. Special consideration should also be made to organize activities for younger children attending the convention.

17. Sports Requirements

(This section is to be read in conjunction the ANF Supports Rules)

The following sports facilities are required to conduct a convention

- Tennis Court - about 12 sets of tennis balls should be provided;
- Mini-ten Court - about 12 sets of tennis balls should be provided;
- Volley ball Court - 2 Competition Standard Volleyballs are required;
- Table tennis Table/s - If space and funds permit, 2 should be provided. At least 12 competition table tennis balls should be provided;
- Swimming Pool (a pool of at least 15 m in length with 4 lanes would be ideal) – if a club cannot provide a suitable pool, consideration should be given to organizing an outside venue or nominate that they are unable to provide a pool with the application.
- Badminton Court - the mini-ten court could be set up for badminton however a separate court in a wind protected area would be preferable;
- Darts (2 quality dart boards are required) Option exists to play darts during the evenings if this will not interfering with other events;
- Petanque - This can generally be played all around the club/resort but consideration should be made for providing designated playing area or indicating no go areas whilst matches are in progress.

Sports usually start at 7am and no games are to commence after 1.00 pm unless agreed to by sports captains. A notice board should be provided to display the sports draws, previous results and progress of the competitions.