

## **Protocols and guidance for attendance at Woolly Events authorised by the SSS during 2016**

### **SSS Wool Group responsibilities**

#### During the winter:

Advertise on as many sites as possible, for comments about season just finished and for organisers/helpers/volunteers/new events for the next season.

Check and assimilate data, then liaise with Committee to decide events at which the SSS should be represented.

Update and ratify with Committee, Protocol and Guidance Information.

Update list/spreadsheet with venues, dates, costs, forthcoming closing dates for entry, etc.

Advertise in Magazine, SSS website, Facebook, The Link and local Area Reps, dates and necessary Wool event information.

Organise or check that individual adverts are placed in the February Magazine and as above, for early Wool events giving more specific information for all members who may wish to take part or attend.

Make sure that legally checked disclaimer notices are in place for each event.

#### As the year progresses:

Place reminder adverts if time allows.

Organise and check existing/new/cancelled wool events as above.

Advertise appropriately as soon as possible.

### **Local Event Organiser's responsibilities**

*Every event is different and so Organisers should be free to handle the event their own way with as much leeway as possible. However there are a few basic Protocols that must be adhered to:*

#### **Protocols**

- Commission 10%
- Breed Stand **must** be prominent.
- List of member's goods, all labelled with contact details as per Trading Standards and price, **must** accompany all goods for sale.
- Individual fleece **must** be listed and labelled with Farm of Origin and price.
- All goods **must** be made from Shetland sheep, a high percentage of pure Shetland fleece **must** be in yarn, and fleece **must** be within the 1927 Breed Standard (see SSS website). **All remain the responsibility of the owner** but the organiser should not accept items not conforming.
- Insurance and liability - any item solely for display on the Breed Stand is covered by SSS Insurance. Any 'Goods for Sale' are not covered and are the **full responsibility of the owner**.
- Indemnity - guarantee and responsibility for standard or quality of any item for sale in any way whatsoever **is the sole responsibility of the owner**.
- A disclaimer notice with this information **must** be displayed in full view on The Stand.
- The Organiser is responsible for and **must** settle all the accounts with our Treasurer as requested by the current Committee.

- If the Organiser wishes to claim the present sum of UP TO £150 expenses for the event, it **must** be shown that items have been sold on behalf of many members so as to justify the SSS providing the stall.
- Generally the main helpers/organisers should get free tickets and help with overnight accommodation if having to stay, or car expenses if travelling from afar. Those who only do a couple of hours should volunteer to help promote the Society but this is at the discretion and ingenuity of the Organiser.

### **Notes for Guidance for Organiser**

Complete entry form, and send to the Treasurer for payment if required at the same time, if not, send his contact details for invoice and payment at the appropriate time, making sure to also include those of the SSS Secretary and local organiser (for sending out tickets, etc.) if necessary on a separate sheet of paper.

Copy entry form, record date of postage and get verification of receipt by Show organisers.

Liaise on a local level with Event organisers to get a good position, extra tickets, etc.

Take note of Show requirements – SSS Insurance certificate, Risk Assessment, Accident report book, Fire extinguisher (if required), etc. and paperwork for sheep, notices and wet wipes or disinfectant for the public to wash hands after handling livestock or fleece .

Make initial arrangements for members to help man the stand, including the well-stocked Breed Stand, sheep, woollen goods, sheepskins and fleece for sale. Careful arrangements should be made to allocate expenses, provide a float, keep accounts and settle payment of members' sales minus the 10% commission payable to the SSS and separate accounts for SSS Merchandise sold from the Breed Stand.

In the unlikely event that an organiser feels it necessary to refuse any item, this should be done with the utmost tact and advice should be for the owner to be able to understand and rectify the problem. Extra care should be taken if it unavoidably has to be carried out near to others.

Organise a photographer and someone to write a full report with photographs to be sent as a Microsoft Word document to the Newsletter editor as soon as possible, and someone to send a very brief report to all our other advertising sites.

Shortly before the event, check that everything is in place.

If you need help or more explanations on any of the above, please contact a member of this group - details on SSS Website and Newsletter.