

Bayside Hash House Harriers Inc.



# A Guide for Bayside Hash House Harriers Committee Members

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## Table of Contents.

|     |                                    |    |
|-----|------------------------------------|----|
| 1.  | Grand Master and or Grand Mattress | 3  |
| 2.  | Hash Cash                          | 5  |
| 3.  | Brew Master/Mistress               | 7  |
| 4.  | On Sec                             | 9  |
| 5.  | Trail Master/Mistress              | 10 |
| 6.  | Choir Master/Mistress              | 11 |
| 7.  | Hash Monk/Nun or Religious Advisor | 12 |
| 8.  | Hash IT                            | 13 |
| 9.  | Hash Flash                         | 14 |
| 10. | Hash Horn                          | 15 |

## **1. Grand Master and or Grand Mattress.**

Task:

Lead the Club.

Responsibilities:

Run the circle

Ensure other committee responsibilities are carried out.

Ensure Club activities are organised.

Tips:

### Run Start.

Ensure the Trailmasters have chalk and are ready. If there are no Trailmasters, ask a non committee member to perform the task, and hand them a piece of chalk.

### Run.

If no choirmaster, then nominate a non committee member to take them away.

### Circle.

Ensure the scribe for the week is in attendance and hasn't forgotten it is their turn. If the nominated scribe is not there get somebody to do it!

Have topics you wish to cover noted, and refer to your list to ensure announcements are not forgotten.

Ask hashers before the run for suitable stories for down downs.

Seek dirt on those that rarely get a down down, to get them up before the club (it will bring them in).

Always announce where the next run is.

Get milestones and Birthdays from Hash Cash prior to circle start.

Keep the circle entertaining. Try and keep it light. Find a light hearted way to make announcements. If new members have a good time they will be back! The circle is not the whole hash experience, but it goes a long way in providing the relief and entertainment of the night.

### Events.

This is your year and your chance to show the club a good time.

Plan the year right from the start of your reign.

Work out dates of events and nominate key dates where tasks are to be enacted. Eg Nominate committee for 1000<sup>th</sup> run 3 months prior to event, send out flyer 2 months prior to event etc etc.

Arrange minor events in between major functions

Major functions are milestone runs eg 950<sup>th</sup>, Xmas party.

An example of a minor event would be a night on the town (a gathering for drinks at the local, a picnic at Mt Coot-tha, a day at Sea World, a breakfast at Wynnum, anything!

### Milestones.

Ask Hash Cash to advise when milestones are reached, organise to have mugs purchased or engraved.

### Committee Meetings.

Keep the Club running smoothly by arranging committee meetings, First meeting is generally to plan the year, come with your planned agenda and seek consensus. Work out who will be arranging the engraving, collecting mail etc. (Someone may be in a better position to do these things other than the On Sec)

Ask if anyone is having trouble with their role, help them out! If you can't, then get someone who can.

Have plenty of meetings and keep them short.

Make sure all committee members know who is doing what and when.

Do not try and do it all yourself!

### Change over.

This is your event, the closing party for your year. Have the next committee all lined up and agreed to take on their new role.

Present awards for the achievements of the past year. Recognise those that have helped to make the year a successful one for the club.

## 2. Hash Cash

Task: Treasurer

Responsibilities:

Have the books audited by an accredited auditor.

Complete the Return of Associations and submit to the office of fair trading.

Collect the run fees

Pay the Hares for out of pockets (get receipts)

Complete the financial records of the Club

Keep the 'record of members' as required by Office of Fair Trading.

Retain the financial records for the past years (7yrs) as required by law.

Collect annual subscriptions

Collect mail from Clubs PO Box (Joint responsibility with On Sex)

Provide an annual financial report to the club

Run petty cash book, receipt books as required as an association

Advise GM's when members reach milestones (ensure someone is buying or engraving mugs/goblets)

Bank the club funds

Write any club cheques and have them signed by the signatories

Collect receipts and profits from the brew masters. Write these up in the cash book.

Advise the GM's of any birthday down downs

Keep track of members and Club run numbers. When ever a run is held by the Club in the name of the club, then it is to be recorded as a club run and attending members are to be credited with a run to their tally. This includes Xmas runs (if a run is held) and celebration runs.

Tips:

Number one is to read the 'Office of Fair Trading' Guide for Associated Clubs.

Financial year starts on 1<sup>st</sup> September each year. Books need to go to the auditor ASAP after that date – financial penalties apply if they are submitted to OFT late.

Have the signatures changed on the account in the start of the year

Read your responsibilities to the office of fair trading (DO IT NOW!!!)

Start a new cash book for each year

Balance the books on the night of the run.

Write your figures on scrap paper and ensure they balance before writing them in the cash book (correct any errors before they get entered into the books)

Do not write the date in the run column until the actual run (weekend runs can sure make a mess of the page if dates have been pre-filled out without the weekend run listed!!)

Receipts must be kept in a fashion where they are readily accessed and verified by the auditor. Use a folder for this purpose with receipts stapled to a sheet of paper which is bound/held in the folder and scribed with details pertaining to the receipt, date and amount paid and to whom.

### **3. Brew Master/Mistress**

Task: Supply refreshments for Club activities

Responsibilities:

Ensure refreshments are on hand, cold and available where required

Purchase the required refreshments

Collect monies from the sale of refreshments

Ensure those that take refreshments pay for them

Obtain float from Hash Cash (where required)

Supply receipts to Hash Cash

Forward the profits from sales to Hash Cash for recording and banking.

Ensure sale prices cover the cost and make a small profit for the refreshments on sale

Advise committee of recommendations for any price change or setting.

Tips:

Balance with Hash Cash on a monthly basis.

Purchase from sales wherever possible

Purchase ice from grocery stores for cheap ice.

Allow two bags of ice per esky in summer and one bag per esky in winter.

Watch the Eskies like a hawk.

Count the drinks supplied for down downs for balancing the books.

Don't over cater. No point in carting and cooling 4 cartons if only two are ever consumed...

Ask Hares and trailmasters to advise if they think large numbers are likely to attend.

Replenish eskies after a run so that you just need to get ice on the way to the run on the day of the run.

Take note of what is popular and what runs out, buy more of that and less of the stuff that doesn't move.

Occasionally buy something different for variety.

Wine is best sold by small 375ml bottles, but movement is slow due to price (cost + 50c). Large bottles sell quicker by the glass but the wastage is high.

When runners request a certain drink, advise them of expected sale price prior to purchasing and confirm they will buy at that price prior to purchasing.

There are plenty of requests for water in the esky but few are prepared to pay the cost.



## 4. On Sec

Task: Secretary

Responsibilities:

Publish and distribute the weekly Trash

Record minutes of meetings

Collect the mail (Joint task with Hash Cash)

Inform meetings/committee members of correspondence for action as required.

Write and respond to letters where required.

Publish the members contact list.

Tips:

Pester the trailmasters for run notifications for the Trash

Remind the scribe for the night of their task

If the scribe has failed to front, ensure a replacement is found.

As soon as new members are named, grab their details and update the address list with their address and contact numbers.

Get into a routine and stick to it.

Release an updated address list on a regular basis. A new release every three months is not to many! If we all have a new members contact details, any of us can call them and give them an invite to the next run, a function or informal drinks – whatever.

Should you hear someone has moved, get their new details for your address list.

## 5. Trail Master/Mistress

### Task:

Ensure runs occur.

### Responsibilities:

Obtain volunteers to set runs.

Provide advise to hares.

Provide details of upcoming runs to On Sex for inclusion in the Trash

Keep the pack together

Mark off trail as checks are resolved

Ensure no one is left behind or gets lost

### Tips:

Have hares nominated for up to 6 to 8 weeks in advance.

(it is very hard to find someone who can do a run next week, it is a lot easier to get people to commit a month or two ahead).

Ensure On Sex has at least 4 weeks of receding hareline to publish.

Building sites are an excellent place to get free gyprock, ask the plasterer if you can have some scraps from the bin.

Add lots of extra trail for those who may be behind.

Wait at checks for the true trail to be found so you don't have to run back to mark off the check.

Never assume the last of the pack is with you. Someone may have arrived late and is trying to catch up by following trail. There is nothing worse than being in this situation and the checks are not marked off.

Back at the on on, make sure that everyone who started the run has come back. Organise a search for anyone missing (this is serious; someone could be hurt or lost).

Ensure you have a replacement if you cannot be there, or give the GM plenty of chalk for these circumstances.

## 6. Choir Master/Mistress

### Task:

Lead the pack into song

### Responsibilities:

Get the pack singing at nominated "song" points on the run.

Get the pack singing when required in the circle

### Tips:

Songs on the run are best started with "me..me..me..me..me..meeee"

Songs in the circle are best started with "Give me an A"

You may wish to create a new Hash song. Typical songs that become adopted are between 4 and 6 lines long and are risqué more than vulgar.

## **7. Hash Monk/Nun or Religious Advisor**

Task:

Provide Religious Advice.

Responsibilities:

Name new members.

Ensure it does not rain on the run.

Tips:

Keep track of new runners and after 3 runs suss out their intentions with respect to the Club. Encourage them to join and get some gossip on their lives, their name, job, hobbies, past misdemeanours. Use this information to come up with a clever name. Vulgar names normally see new members disappear. Avoid names that rhyme with Bunt or Truck. The most successful names are ordinary words. There are not many F\*\*kfaces or C\*\*tfeatures in Hash, but names like Tsunami, Cleo, Decadence, Scruffy, Leprechaun have wide acceptance as great Hash names. Your new members will thank you for it and will be back.

## 8. Hash IT

### Task:

Publish information on the club on the Internet.

### Responsibilities:

Publish on the internet as a minimum.

- Photos from the latest run.
- Contact details for current committee
- Coming Club events.
- Items of interest with a Hash connection/flavour

Keep the web pages current.

### Tips:

Chase up Hash Flash for photos ASAP after the run

Update the web page as soon as possible after a run (It's amazing how quick you forget what happened on the run).

Surf the web and provide links to interesting Hash related sites.

Ask members for contributions to the web pages

Ensure the receding hareline is published and accurate on the web page.

Try and update the web as soon as possible after the run.

Use a web authoring application you are familiar with.

Structure the web site concisely and remove unused files and links.



## 9. Hash Flash

### Task:

Take Photos at club functions

### Responsibilities:

Record Club activities in photographic form

Make the photos available to club members.

Supply photos to On web and On Sex for publication.

Produce a CD of Photos for the Hash year

### Tips:

Download photos to computer as soon as possible after their taking.

Back up all the year's photo's to an RW CD each week (stored on hard drive and CD minimum of two locations).

Ensure the batteries are charged.

Delete photo's from the camera as soon as they are archived and backed up.

Ensure On Web and On Sec have enough suitable photos for the Trash and web page if required.

## 10. Hash Horn

### Task:

Blow the Hash Horn to let lost or lagging runners know the true direction of the trail.

### Responsibilities:

In the case where runners are behind and out of earshot of the calls, the Hash Horn provides the guidance and encouragement to those runners.

Let the pack know where 'True Trail' is.

### Tips:

Blow the horn often.

Don't let anyone or other clubs steal the hash horn

Practice at home at getting a strong loud note from the horn.

Ask for advice from previous Horns or musicians on how to get the best from the horn.

Take the horn to all runs, but do not let it out of your grasp.

For a very noisy circle, the horn can be used to call the pack to order.