

## **Overall Responsibilities**

### **Chairman & Secretary; Marquee Manager**

Carries ultimate responsibility for County Show organisation & preparation; responsible for:

- preparing the case for the financial under-write from DBKA for the Show, and submitting it to the DBKA EC for approval
- ensuring all Show Committee members carry out their roles in accordance with the laid-down responsibilities
- leading committee meetings
- arranging for the presentation of trophies
- arranging the marquee layout, marquee requirements, and lighting & electrical safety
- organising TradeStands & Other Visitors
- arranging for the Branch Stevenson Trophy exhibits
- liaising with St Bridget's Nursery for the provision of bee-friendly plants, etc
- organising trade & other visiting stalls, demonstrators, etc
- arranging rents, sites, & special needs
- ensuring the security of the marquee, including maintaining fire exits
- supervising the installation of the Bee Chamber, Live Bee Handling equipment, & Observation Hive

### **Candle Rolling**

Responsible for:

- purchasing wax foundations, wicks & bees for re-sale
- decorating & maintaining the stand display
- providing price tickets
- providing the Treasurer with a sales analysis as soon as possible after the Show

### **Chief Steward**

Responsible to DBKA for:

- getting the right people into the right place at the right time in the marquee
- liaising with the DCS Office over tickets & passes
- liaising with any tradestands for ticketing and passes
- confirming stewarding needs with all stall managers
- arranging for volunteers to steward the various stalls and exhibits working under the supervision of the Chief Steward and stall managers throughout the duration of the Show
- overseeing all stewards and stewarding arrangements throughout the duration of the show, including coats, aprons and badges. Hats and/or the equivalent must be worn on the 'Taste of Honey' stall
- contacting & liaising with all volunteers over administrative arrangements, schedules, ticketing, etc
- overseeing pre-show and post-show activities as necessary in conjunction with the DBKA Show Chairman/ Marquee Manager
- preparing the Risk Assessment and Safety Policy Statement, and briefing the latter; displaying any safety notices as necessary
- preparing & updating the Certificate of Preparation for Live Bees to be completed by the live-bee handlers
- erecting & maintaining a notice board in the Hornets' Nest to display relevant schedules and information
- arranging registers for all volunteers to sign in
- arranging for the team to be present on the Sunday before the Show, & the Sunday after the Show
- arranging for the Tuesday team (before the show); providing a vehicle pass for entry to the show ground
- arranging for the team to return the equipment & property to storage to unload and store away

### **Principles for Tickets & Passes**

- Adams of Exeter is a sponsor and we have no responsibility for ticketing, etc
- Harriet Brooks uses her own Member's Pack
- Stephen Ide uses his own Member's pack, and as an official Bees & Honey Stewards for the Show will have his own Steward packs; arranged separately
- Stevenson Trophy; max of 6 tickets per Branch exhibiting; see separate guidance
- Tradestand tickets (6) to appropriate stands
- One-day passes for all other Stewards

- Pre-Show Vehicle Passes for all those working on Sunday to Wednesday inclusive prior to the Show
- Show Vehicle Passes for the Show Committee, Stall Managers, Live-Bee Handlers, Judges' Stewards, and the Stewards' Runner (if one available)
- Disabled Vehicle Passes as required
- Refreshment tickets supplied by the Show to be distributed at the discretion of the Chief Steward

### **Competitions & Schedules**

Official DCAA Bees & Honey Steward; responsible to DBKA for:

- organising the Show Schedule's contents, layout, printing, & circulation
- arranging for the schedule notice to be placed in February, March, April & May copies of Beekeeping magazine, & on the DBKA website
- arranging for a link to the Devon County Show website to be placed on the DBKA website as soon as the Schedule is available on-line
- liaising with the DCS Office over all competition matters
- organising the judges' appointments, etc
- receiving & recording show entry forms & cash, issuing show competitors labels, etc
- receiving & supervising the staging of entries
- producing and supervising class cards, results cards, & schedule class labels
- passing details of results to the DNKA Treasurer, DBKA Webmaster, & the DCS Office
- preparing & supporting the DBKA Show Chairman & Secretary for the Awards Presentation
- providing the DCS Office with forms & money as required
- supervising the return of entries
- securing entries after judging
- collating results to identify special classes' winners
- securing judges' comments for later consideration

**Trophies; responsible to DBKA for:**

- the security of trophies, engraving & return by winners
- arranging for the trophies to be available each year for the Devon County Show
- ensuring the safekeeping of the trophies while in prizewinners' possession
- producing the requisite Trophy Release Forms and securing the prizewinners' signatures
- ensuring that any necessary engraving is carried out prior to each Devon County Show
- arranging for the valuation of the trophies as necessary

### **Honey Sales**

Responsible for:

- identifying sales prices
- obtaining offers of stock for sale
- accepting goods for sale right up to the last day of the show, and receiving and recording sales items
- checking correct labelling, standards of quality, and weight, to comply with present laws
- removing from display and selling Class 23 (Gift Class) and some cookery classes
- recording and arranging for the return of unsold items
- providing the Treasurer with a sales analysis as soon as possible after the Show
- placing calling notices in the February, March, April and May copies of Beekeeping magazine
- arranging for the calling notice and leaflet/offer of goods for sale form to be available on the DBKA website
- advertising for Honey Sales to every Branch secretary electronically to forward to members
- sending out schedules of products offered for sale with an accompanying letter setting out what is expected in terms of labelling, etc, and making it clear to honey and other bottled food suppliers that they are responsible for ensuring that their product does NOT contain any foreign bodies
- ensuring that jars of honey are stored off the ground

### **Information**

Responsible for:

- providing details of DBKA, leaflets, membership information, forms, etc

- sourcing suitable DVDs & using the TV & DVD for information purposes
- referring enquiries to the appropriate people
- answering the public's questions & enquiries

### **Live Bee Handling**

Responsible for:

- ensuring that the provisions of the BBKA Advisory Leaflet, Managing Live Bees at Shows, are met
- erecting & maintaining mist netting
- obtaining, delivering, maintaining, & removing suitable stocks of demonstration bees
- obtaining demonstrators & assistants
- public safety in conjunction with the Chief Steward
- completing the Certificate of Preparation for Live Bees
- providing suitable bee suits & gloves
- completing & presenting Bee Handling Certificates

### **Observation Hive**

Responsible for:

- ensuring that the provisions of the BBKA Advisory Leaflet, Managing Live Bees at Shows, are met
- ensuring that the hive and conduits are secured against upset and dislocation
- ensuring the conduit exit is well above head height or is suitably screened
- ensuring the hive ventilator is resistant to mischievous probing
- ensuring that a suitably qualified and properly equipped attendant is present at all times when the public is nearby
- ensuring that closing screens are available in case of an accident, such as broken glass or a damaged ventilator. A large sheet can be used to wrap up the whole hive
- ensuring that the hive does not overheat, especially if the bees are not allowed to fly. A water spray should be available

### **'Taste of Honey'**

#### **Stall Manager**

Responsible for:

- placing any adverts required for Honey Donations with the DBKA editor for February, March, April & May copies of 'Beekeeping' magazine
- sourcing honey for the stand
- at the end of March
  - ordering 12 boxes of 60 plain scones for delivery on the Wednesday lunchtime and 18 boxes for delivery on the Friday lunchtime. The contact is Rachel Hutchinson at Philip Dennis Foodservices, Mullacott Industrial Estate, Ilfracombe; 01271-86700; [rhutchinson@philipdennis.co.uk](mailto:rhutchinson@philipdennis.co.uk). We have an account with Philip Dennis; invoices are sent directly to our treasurer for payment. Alternatively, scones can be sourced at best price; to be paid for in advance- continuing to source honey for the stand
- in mid-April
  - contacting Lyndsey Anderson(PR Manager), Dairy Crest, Claygate House, Littleworth Road, Esher, Surrey KT10 9PN; 01372-472249; [lyndsey.anderson@dairycrest.co.uk](mailto:lyndsey.anderson@dairycrest.co.uk), to see whether they would be willing to donate clotted cream for the Show. We normally have 27 x 2lb boxes; Wednesday delivery
- in May just before the Show
  - ensuring/sourcing enough of the following to last the 3 days of the show: napkins; kitchen rolls; medium sized gloves & large gloves food grade; Anchor Spreadable; J cloths; 'fairy liquid'; black dustbin liners; large freezer bags
- on the Wednesday of the Show week
  - cleaning the tables down and set up the stall at the showground, and making sure everything is put into the fridge ready for the morning
  - ensuring someone at the showground knows what to do with the scones when they arrive, in case you are not there when they arrive
- arranging for, in the absence of a fridge, the freezer packs to be "turned over" & a method of freezing overnight; there is nothing on-site
- selling surplus scones late Saturday pm (10 scones/packet)

- providing the Treasurer with a sales analysis as soon as possible after the Show

### **'Taste of Honey' Food Safety**

The 'Taste of Honey' Stall Manager is to ensure that good practice is observed on the Stall, and that all stewards working on the 'Stall comply with the Food Safety Guidance. Responsible for:

- storing scones off the ground and in covered containers
- covering cream when not being used
- ensuring that nothing is stored above the cream that could contaminate it
- ensuring that cream is not removed from refrigeration for more than 90 minutes; if it has, then it is to be destroyed
- recording the temperature of cream at delivery, and at regular times during the day. The checks are to be recorded on the proforma supplied; kept by the Stall Manager; and handed to the Chief Steward at the end of the Show for safe keeping
- ensuring that all preparation surfaces are cleaned frequently
- ensuring that chemicals, sanitiser, washing fluid, etc, are not stored with food
- ensuring that waste is emptied daily or more frequently if required
- ensuring that stewards wear clean aprons, hats, and disposable gloves which are replaced frequently
- ensuring that the steward who handles the money is NOT to also handle food

The following will be provided:

Hand wash facilities	Clean aprons, hats, and disposable gloves
A refrigerator for storage of cream	Suitable covered storage for waste
A first-aid kit with waterproof plasters	

### **Treasurer**

Responsible for:

- providing cash floats for 'Taste of Honey', Honey Sales, & Candle Rolling stalls
- receiving income for the above 3 stalls
- making up cash prize envelopes for awards
- bank arrangements for cash income to be deposited during the show
- payments to suppliers with receipts from Stall Managers
- payment of agreed expenses on receipt of receipted invoices