



2017

SOC Handbook

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Others organise events for Singles - We organise Others for Singles

Singles
Outdoor
Club

We are proud of our track record in obtaining rights for singles in and out of the naked world. Many of our members have gone on to find a place in established clothing optional clubs where before they were denied access.

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We support the right to be naked.

We are the only Nationwide club for clothing optional lifestyle for singles

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 **Member of
British Naturism
International
Federation
of Naturism**

Roz Briggs

Robert Zhilmor

Mike Clarke

Singles Outdoor Club

1/1/2017

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1. Introduction.

This new edition of the Singles' Outdoor Club Handbook aims to provide information and guidance that will help all SOC members to get the most from their club membership.

SOC is a member club of British Naturism (BN) and the International Federation of Naturists (INF/FNI); individual SOC members may choose whether they also want to be individual members of BN; this is recommended.

For those new to going without clothes the movement has a long history and an established philosophy expounded in many academic works.

The definition of Naturism agreed by the International Federation of Naturism and subscribed to by all member jurisdictions including British Naturism is:

"Naturism is a way of life in harmony with nature characterised by the practice of communal nudity with the intention of encouraging self-respect, respect for others and for the environment".

The definition of Naturism adopted by British Naturism (BN) is:

"Naturism is the practice of going without clothes - whether that is just occasionally at a beach or in your garden, or as a

more general part of everyday life. Naturism is healthy, sensible - who wants to wear clothes when the weather is hot – and great fun!”

The word ‘Naturism’ is attributed to a French-speaking Belgian, Jean Baptiste Luc Planchon (1734–1781), in a book published in 1778 with the title ‘Ou La Nature Considérée Dans Les Maladies & Leur Traitement Conforme À La Doctrine & À La Pratique D'hippocrate Et De Ses Sectateurs: ... Sur La Méd’. Rather than a philosophical work it deals with nudity as a means of improving the *hygiène de vie* or healthy living.

The next important work was published in 1924 by Hans Surén, one of the early German pioneers of Nacktkultur (nudism) who published *Der Mensch und die Sonne* in that year. This work deals with nudity as a philosophy of living based on the *Frei Körper Kultur* or Free Body Culture already established in Germany. This book brought free body culture to the attention of the global intelligentsia and led to the growth of the movement world-wide.

There have been many other works and academic research on the many benefits of Naturism/Free Body Culture. Generally these terms include much more than simply taking off clothes and being naked.

The law governing public nudity is different in England and Wales to that in Scotland or Northern Ireland. In England and Wales there is no law against being naked in public. BN publish a guidance to the law, that folds down and be carried with you; <http://www.bn.org.uk/community/files/file/739->

public-place-naturism-england-and-wales/ there is also separate guidance for Scotland.

The Singles Outdoor Club (SOC) was founded in 1981 as a countrywide naturist club primarily for single people, although couples and families are welcome as members. Those with 'protected characteristics' are especially welcome.

SOC is a naturist club governed by a written Constitution (not to be confused with any kind of dating service) and our purpose is to arrange opportunities for members to enjoy naturist leisure activities: visits to other naturist clubs, naturist walking through the countryside, naturist cycling and information about naturist sessions at swimming pools and leisure centres. Members may choose to enjoy nude sunbathing, walking, swimming and sports etc. coupled with social interaction with like-minded people. The Constitution is available on request from the Secretary.

The Singles Outdoor Club supports the 'right to be naked'.

2. Acknowledgements.

Many thanks to Roz Briggs, and Robert Zhilmor who carried out a lot of preliminary work in preparing and supplying most of the content for this handbook. Thanks also to the committee members and club officers who have checked and improved the accuracy of this handbook.

3. The Management Committee.

There are six committee posts of: President, Secretary, Treasurer, Membership Secretary, and two ordinary members. Each committee member is elected for a two year term of office, with three of these being up for election at each AGM. The committee meets at least three times each year, although additional meetings may be convened if the need arises.

4. General Meetings.

The Annual General Meeting is held on the Sunday afternoon of the English August Bank Holiday weekend visit to Telford Naturist Club. Other general meetings may be held in conformance with the Constitution.

Committee posts are held for two years, although the present holders of the posts may stand for re-election when their term of office ends.

At the AGM in even numbered years (2018, 2020, etc.) the posts of Secretary, Treasurer, and one Committee Member is available for election, or re-election as the case may be, (and alternate years thereafter). At the AGM in odd-numbered years (2017, 2019, etc.) the posts of President, Membership Secretary and one Committee Member becomes available for election, or re-election as the case may be, (and alternate years thereafter).

5. Guidelines for new members.

A few simple guidelines and (hopefully) helpful advice to get you started, and maximise your enjoyment of SOC's activities.

First, a warm welcome to SOC, we are very pleased to have you as a member of our club and hope that you will have many happy times among your new friends. Now that you've filled in the forms and paid the subscriptions no doubt you're eager to experience the unique joy and freedom of feeling the sun, wind and probably a few spots of rain on your nude body while in the company of your new-found friends.

The following will advise you of how to get started:

1. You will soon receive a letter from your AO (Area Organiser) introducing him/herself to you. Try to find the time to reply with a few details about yourself; it would help them to know a little about you.
2. As a new member, you are now the holder of a probationary membership card; this entitles you to take part in all the club's activities. When you arrive at any SOC event, introduce yourself to the organiser, and show them your card, but do not expect a signature straight away. The organiser will want to get to know you during the course of the event, all being well they will sign your card before you leave. (See 'Upgrading to Full Membership' for details.) The SOC have a number of partner Clubs and Swims that allow our members the privilege of making visits outside of

organised SOC events. To ensure that we retain that privilege we have to limit this benefit to full members only.

3. If you haven't been to an organised naturist event before you may be more than a little apprehensive. We all understand that the new experience, especially among strangers, can be more than a little daunting; most of us have experienced this. Talk to your AO who understands the situation and will do their best to help you. Maybe they will arrange for an experienced member to meet you beforehand and accompany you to your first few events and introduce you to some people. After that you will wonder what all the fuss was about and wish that you had experienced the joys and friendship that naturism offers long before.

4. Perhaps you don't have any camping equipment and would like to attend an event or two before investing in any. We may be able to help you with that as a few clubs have tents or caravans that are available for SOC members to hire, but give the event's AO plenty of notice; availability will need to be checked and booked. You will, however, need your own sleeping bag etc. At a few events the club provides us with some meals at very reasonable cost. Some make their clubhouse available for us to cook our own food. However, beware: some clubs have very few facilities on their site except a simple clubhouse; the AO should advise you what is available. Don't worry if you don't wish to camp. Many members make day visits only or find themselves local B&B accommodation.

5. We are guests at all the clubs that we visit: please be appropriately courteous. Feel free to join in with whatever's

going on, relax and be friendly but avoid being too pushy. Many clubs do not have refuse collection so please take all your litter home with you.

7. All SOC Committee members, Area Organisers and other club officers are volunteers, who devote some of their spare time to organising the club and its activities for the benefit of all members. To contact any Committee Member or Area Organiser it is generally more considerate to e-mail or write, providing full name, address and SOC number and, if applicable, enclosing a stamped addressed envelope for a reply, rather than use the phone. Telephone numbers should only be used in urgent cases, and make sure that they are free to speak to you without embarrassment. Please do not leave messages on answer phones expecting a reply. For activities in other areas please contact the AO of that area; names and contact details can be found at the back of the most recent newsletter. NEVER turn up on an AO's, or a club officer's, doorstep unannounced. We all have private lives which should not be intruded on, make contact first by email, mail or phone to arrange a meeting if one is necessary.

8. With the possible exception of Open Days, all clubs charge visiting and/or camping fees, so you should always bring a reasonable amount of cash with you. Coins and £5 notes are more popular than £20 notes. When several members turn up with large denomination notes the organiser may have problems getting change. If all else fails a cheque is often acceptable. You may also want plenty of small change for buying refreshments as some clubs operate on a trust basis where you can take your refreshment item(s) and put the correct payment into a box.

9. Always take your British Naturism (BN) and SOC cards with you when attending events and swims. Some clubs may also require to see further proof of ID, which may include: a photo-ID card such as driving licence, bus pass, passport, etc., proof of address such as a utility bill, bank statement, credit card statement, etc. (they're not interested in your finances, only that your name and address is on an official letter). You won't be required to produce them very often, especially when you become known, but having made the effort to get there it would be a pity to be turned away.

10. When nude, it is generally accepted to be polite practice to sit on a towel, so take a small one with you for that purpose. If you don't have a towel, then an item of your clothing, such as a shirt, will do fine, but you must sit on some material that is yours.

11. You need to be aware of the benefits and risks in exposing your skin and body to the elements. There is a great deal of information about this, both in naturist literature and in medical advice. It is beyond the scope of this handbook to issue medical advice so please seek advice from your G.P. or the N.H.S. You need to be particularly careful if you are not used to being outside naked. You also need to be aware if you have any allergies or conditions that may require special care or medication for example some people are vulnerable to insect bites. Your Doctor or the N.H.S. can advise you about strategies and medication in your particular case.

12. Last, but definitely not least, always take your sense of humour with you! Relax, be friendly, and aim to fit in. That

way you will enjoy being there, and we will enjoy you being there.

6. Membership Renewal.

Each year every member is sent a membership renewal form. Please check that all your personal details are correctly shown on the form. You must send the membership renewal form to the address stated on the form, together with your membership fee, any additional items required, and a stamped self-addressed envelope. Anyone joining SOC in November or December is entitled to have their membership continue throughout the following year at no additional charge provided the renewal procedure, outlined above, is completed. Any member who has not renewed before March will be sent a reminder. Any member who has not renewed by 15th April will be deemed to have left. Any member who has left may subsequently re-join in the future on paying the joining fee and retain their previous membership status.

Change of address, email and/or phone number etc.

It is essential that members give as much notice as possible of any change of address to which they require their correspondence to be sent, as well as indicating whether an existing phone number is being retained, or quoting a new phone number. New email addresses are most important in this internet age as this could be the first point of contact (this is especially important if you opt to receive the contact list and/or newsletter by email). All alterations should be

sent to the Membership Secretary, who will inform everyone who needs to be made aware of the change.

Contact list.

You can only get a copy if you are a Full Member, have been in the club for at least 12 months continuously, and elect to be included on that list. See your contact list details, on your annual subscription renewal form (which is sent with the January newsletter) you may amend your details on that form. You must provide either your address and/or your phone number or email. You must also include a sentence or two about yourself. It will help you to contact friends that you have met and arrange shared transport to events among other things. A copy of the list will then be sent to you when it is next issued, generally with the newsletter for May and November; you will not receive a past copy as your name will not be on there. The "Contact List" is a list of members who choose to be included and contains their address and/or phone number or email addresses, together with brief details of hobbies, interests, and whether they can offer or require lifts to events, etc. The information is held on a computer database, which is regulated in terms of the Data Protection Act 1998. Anyone wishing to go onto the list or to amend their entry in the "Contact List", should complete the necessary form, which can be obtained from the Membership Secretary. Only members who have an entry in the "Contact List" are eligible to receive a copy whenever it is updated.

7. Upgrading to full membership.

1) Preamble.

These notes have been prepared for the guidance of Probationary Members who wish to qualify as full members of the Singles' Outdoor Club by obtaining three signatures.

i. Obtaining a signature indicates that they have been observed at SOC organised events and have behaved in a manner consistent with the good name of the Club, i.e. have the correct attitude towards naturism, and are unlikely to cause embarrassment to the Club.

ii. It should be stressed that being a Probationary Member in no way limits the member's rights in the Club. All club visits, walks, and any other events that may be organised are fully open to him or her, with the exception of independent visits to Clubs where such an agreement exists between that Club and the SOC. The only reason for the Probationary Membership is to allow the club to weed out the VERY few who join us and then cannot, or will not, behave in a proper manner.

2) Eligible events.

i. Probationary cards should normally be signed only at SOC organised events.

ii. These events include visits to landed clubs, walks and other events organised by SOC and advertised on the Events and Walks pages of the Newsletter.

3) Signatories.

i. Signatories are defined as any of the SOC Management Committee, Area Organisers, Event Organisers, Walks Organiser or Walks Leader.

ii. Area Organisers, Event Organisers, Walks Organiser or Walks Leaders are authorised to sign cards only at events which they are organising.

4) Requirements for signature.

i. The Probationary Member requiring the signature should approach the signatory on arrival at the event, and state that he or she will be asking for a signature.

ii. The signatory will then observe the Probationary Member during the event, noting his or her behaviour.

iii. When the Probationary Member, or signatory, is about to leave, the signatory may sign the card provided that the signatory is satisfied the Probationary Member has behaved, while naked or in the company of naked people, in a manner consistent with the good name of SOC.

iv. The signing of a card is solely at the discretion of the signatory.

v. In the event of a dispute, the Probationary Member may appeal to the Secretary, who will bring the matter to the notice of the Management Committee. The decision of the Management Committee is final.

5) Special case.

i. If, in the course of non-SOC naturist events (e.g. swims or visits to other clubs to which the signatory may belong), the signatory frequently meets a Probationary Member, and considers that his or her behaviour is consistent with the good name of the SOC, the signatory may sign the Probationary Member's card.

ii. Only one such signature may be counted in the three required for full Membership.

6) Upgrading to full membership.

i. Upgrading to full membership requires three signatures.

ii. There is no time limit over which the signatures may be obtained, and they may be on one, two, or three cards, spaced over any number of years.

iii. When the signatures have been obtained, the signed cards should be returned to the Membership Secretary, who will issue a new membership card. This may be done at any time, but may be most convenient when renewing membership at the start of the year.

8. SOC newsletter.

The newsletter is published six times a year, at the beginning of January, March, May, July, September, and November.

The deadline for the receipt of items is three weeks prior to the date of publication, and any submissions received after

that time may be held over until the next edition. The deadline in December has to be a week earlier because the newsletters have to be printed before the printer starts their holiday. The Editor will be pleased to receive accounts of club visits, beach visits, swims, walks, adventures or holidays, plus articles, poems, quizzes and cartoons — in fact anything that can be published and of interest to our members. Obviously a well written article makes life easier for the Editor, but don't worry about spelling or punctuation as any problems will be dealt with prior to publication. Photographs will be appreciated, but if you do send them, please enclose a permission slip, signed by all those who can be seen in the photograph, to comply with club policy.

Items may be submitted by post to the address published on the Contacts page of the latest newsletter or by email. All items submitted for the Newsletter will be regarded as if they were meant for publication, unless the sender specifically states that their material is not to be published. If you write using paper and pen or pencil, please write as clearly as possible (preferably using block letters) as we cannot be expected to read other people's hand-writing.

9. Code of conduct.

BYE-LAWS OF BRITISH NATURISM – Company Number 07276944 revised October 2015 will be adopted by the Singles Outdoor Club.

Most important: you must remember that we are guests at any clubs or events that we attend and, as such, we must

behave and be seen to behave appropriately. Join in and make friends but be careful not to overstep the mark. For many years, the “single” has been regarded with suspicion in British naturist circles — be aware of this and act accordingly. Don’t be too pushy; don’t be too loud; don’t “crowd” people; don’t be too familiar — a lot of “don’ts”, but all these actions can cause offence and should be avoided. Be yourself, be polite and friendly.

We have to think of SOC’s reputation as a whole, if one individual threatens either that reputation or the strong links we have with the clubs we visit, that individual could be asked to leave and/or be subject of the procedure described in the BN Bye Laws adopted by the SOC. Generally, if you relax and enjoy yourself within the bounds of common courtesy and politeness, and you behave sensibly and with good manners, you’ll have a good time and the club that SOC is visiting will invite us all back next year. Be friendly, relaxed and aim to fit in with the majority. Here are just a few pointers worth bearing in mind:

1. Most sited clubs have a speed limit for cars within their grounds — make sure you do not exceed it.
2. If you have passed through the entrance, either IN or OUT, do make sure the gate has closed properly behind you.
3. Check where you are allowed to park — many clubs don’t allow parking by tents although some may allow short-term parking to unload and load camping gear.
4. Most clubs don’t have regular refuse collections — so please be prepared to take your litter home.

5. Nudity is the norm in most clubs whenever the weather allows it — so go naked as much as you can — after all, it is what you're there for!

6. Always sit on your towel if you're naked — whether it's on a chair in the lounge, in the sauna or elsewhere indoors or out (other than in the Jacuzzi or steam room). This will very quickly become a habit.

7. In accordance with the law, all clubhouses now have a “No Smoking” policy and some may have restrictions elsewhere. If so, do be aware of any limits and observe them.

8. It is best to avoid too much contact with children at clubs or swims — you may like playing with the kids and they may enjoy your company too but, your innocent actions could be misconstrued — it is best to avoid any possible problems arising. Be aware that British Naturism and most clubs will have a child protection Officer and a child protection policy. SOC will always adopt and abide by those policies and act on any advice from child protection Officers.

9. Always tidy up after yourself — or, if the club we are visiting has laid on some entertainment or an event that they have asked us to attend, then offer to help clear up — even if it's just a hand with the washing up. It will be noticed and remembered by the club — but not as much as if you leave a mess!

10. Have regard to your personal hygiene — after joining in a vigorous game of volleyball or playing miniten you may be rather hot — so have a shower to freshen up. It is your responsibility to ensure that you do not have any conditions

that may be infectious and may be a danger to other people. If in any doubt seek advice from your G.P. or the N.H.S.

11. If another member offers you a lift, do not forget to give a contribution toward the travel costs — even if they were going anyway, it has saved you expense and it will help them to spread the load.

12. Photography: the general rule is no photography, we therefore ask that you make yourself aware of the hosting club's rules before taking any photographs, and do not walk around the club with camera to hand. (See the SOC rules on photography below.)

13. Mobile Phones: the clubs realise that mobile phones are required (you may be on call for work, or need to be in touch with your family) so you are allowed to bring your mobile; just do not annoy others when making or receiving calls.

14. Mobile Phones with Cameras: if you have a mobile phone with a built-in camera or camera attachment, then it is suggested that you leave it at home or at least in your car and return to your car to use it; do not walk around the club with it.

15. Maybe it is just stating the obvious — but if we all observe a few simple rules, we will be asked back again next year!

10. Complaints procedure.

BYE-LAWS OF BRITISH NATURISM – Company Number 07276944 revised October 2015 will be adopted by the Singles Outdoor Club.

If you feel that some aspect of SOC, or another naturist club, has given you just cause for complaint, the first thing you should do is discuss it quietly with an AO or committee member. It's possible that they may be able to explain something that may help you to understand it from a different perspective. If you or they think that it needs to be taken further, they will discuss it with other committee members.

If another club is involved in the complaint, the SOC committee will open communication with the committee of the other club to seek a solution.

BN Bye Laws amended for SOC will be adopted as follows:

The President shall together with two other persons appointed by the Management Committee investigate any allegation that may be made that the conduct of an Individual Member has brought naturism into disrepute or damaged the interests of the Singles Outdoor Club. Such investigations shall be impartial and shall have a duty to fully record and preserve any material evidence of any kind whatsoever. Particular caution must be observed when it comes to uncorroborated hearsay evidence. Hearsay evidence is evidence that is offered by a witness of which they do not have direct knowledge but, rather, their testimony is based on what others have said to them.

Having collected and reviewed the evidence, if they or the majority of them consider the allegations have been substantiated, they may; expel, suspend from membership or caution the member concerned. If the member feels aggrieved by such expulsion suspension or caution he or she may appeal to the Executive Committee of British Naturism which may then confirm the expulsion, suspension or caution or quash it or substitute expulsion, suspension or caution for what was originally decided. The decision of the Executive Committee after hearing such appeal is final.

A person who is a member of the Singles Outdoor Club and who is not a member of British Naturism will still have the option of appeal to the Executive Council of British Naturism if they wish. None of this will prevent any person from seeking legal advice and taking the matter before a duly constituted Court.

Although the Singles Outdoor Club is otherwise autonomous in the conduct of its internal affairs, it shall nevertheless be the duty of the Club in compliance with its membership of British Naturism to take immediate steps to expel or suspend one of its members if the conduct of such member has brought, or would be likely to bring naturism into disrepute. The Executive Committee of British Naturism shall be empowered at its discretion to circulate to member clubs the names of members clubs, affiliated organisations, individual members and members of member clubs who have been so expelled from membership of British Naturism or from membership of a member club.

Temporary suspension of individual member.

1. In case of serious misconduct by a Member the Management Committee shall have a power of immediate suspension.
2. The Individual Member shall be immediately notified in writing by the Secretary that:
 - (a) The Temporary Suspension Order has been made, and the reasons for it
 - (b) The matter is to be reported to the next meeting of the Management Committee
 - (c) The Member has a right of appeal to the Management Committee and then to the Executive Committee of British Naturism.
3. The decision of the Executive Committee of British Naturism on the conclusion of this matter shall be final.

Interpretation.

Any form of words used in these Bye-laws shall be interpreted in its ordinary sense as understood by reasonable people. Any matter not specially provided for otherwise will be resolved by the application of procedures customarily adopted by Associations and/or Committees.

Any use in these Bye Laws or the Appendix hereto of the word 'he', 'him' or 'his' shall be understood to include also the word 'she', 'her', or 'her' respectively.

11. Photography.

It is essential that SOC members should respect the privacy of all naturists, and should not take photographs without first of all obtaining the appropriate permissions. Photography includes still and video images using cameras, mobile phones or any other devices capable of capturing images. Even if you intend to take only selfies, landscape or still-life photography, i.e. no other people, you must ask permission first if you are in a naturist environment. The following guidelines should help you to ensure that SOC maintains its good reputation.

Probationary members should not take naturist photographs.

Ask the SOC event organiser first.

Then ask a committee member of the club you are visiting, preferably the club secretary or President.

Then ask any people who will be in your photograph or video.

If you want to submit your photograph or video for publication in any newsletter, magazine, book, website, social media, etc. you must fill in a photo release form and have it signed by all recognisable people in your photograph or video.

Photo release forms may be available for download from the SOC website, or ask an area organiser or committee member.

If any appropriate person objects or refuses permission, then you must not take any photograph or video.

12. Administrative Areas.

The country is divided into nine administrative areas for membership purposes and club visits.

The committee appoints an Area Organiser (AO) as a point of contact for members in their area and to arrange a programme of events such as club visits.

Area 1 Scotland & North East, comprising: Cleveland, Durham, Northumberland, Scotland, Tyne & Wear.

Area 2 North West England, comprising: Cheshire, Cumbria, Lancashire, Greater Manchester, Merseyside.

Area 3 Yorkshire, comprising: Humberside, Yorkshire

Area 4 Wales

North Wales currently administered with Area 2.

South Wales currently administered with Area 8A

Area 5 Midlands, comprising: Derbyshire, Herefordshire, Leicestershire, Lincolnshire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire, West Midlands, Worcestershire

Area 6 East Anglia, comprising: Cambridgeshire, Essex, Norfolk, Suffolk

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Area 7 Home Counties, comprising: Bedfordshire, Berkshire, Buckinghamshire, Hertfordshire, Northamptonshire, Oxfordshire

Area 8 South West, comprising:

Area 8A: Gloucestershire, Somerset, Wiltshire Area.

8B: Cornwall, Devon, Dorset, Hampshire Area

9 London & South East, comprising: Kent, London, Middlesex, Surrey, Sussex.

Should you need to contact a Committee Member or Area Organiser on any non-urgent matter, please write to them either by email or by post if you need a response please enclose a stamped self-addressed envelope. Only use the phone if it is an urgent matter that requires immediate attention. The contact details for all Committee Members and Area Organisers appear in the most recent edition of the SOC Newsletter.

13. Club Postal Address/Website/Social Media.

Singles Outdoor Club

BM-SOC

London

WC1 3XX.

The Club's website can be found at the following addresses:

<http://www.soc-uk.info>

There is an online form which allows people to apply to join SOC.

SOC shop items can be ordered and paid for through the website.

Yahoo group

SOC has a members' group at Yahoo.

https://groups.yahoo.com/neo/groups/Singles_Outdoor_Club/info

The group at Yahoo was set up so that members can keep in touch, and for special announcements. All areas within the group are open to the members; all we ask is that the group be used sensibly. The only people that will be invited to join are members of SOC, but you will need to register with Yahoo and obtain a Yahoo ID. When you have obtained a Yahoo ID you will need to apply for an invitation to join the group. To do this: please follow the instructions below.

Log on to Yahoo and go to 'Groups' Singles Outdoor Club.

Apply to join the Group include your name and SOC membership number.

The request will be sent to a moderator and your membership of the 'Group' will be confirmed.

Send a brief message of introduction and you will be welcomed by the members of the 'Group'.

14. SOC SHOP.

To obtain the current price or to check on the availability of an item, please contact the SOC Shopkeeper, whose details are given in the current edition of the SOC News letter.

Price list/order form is included periodically in the newsletter.

15. Club visits.

Booking forms for club visits are sent to all SOC members each year with the SOC News letter, or with your new member's pack. If you don't have booking forms, please write (or email) to the EO (Event Organiser) providing: your name, address, phone number, email address, SOC membership number, the name of the club that you want to visit, the date and time you intend to arrive and depart, your overnight accommodation (tent, campervan or caravan, and whether it is small, medium or large). Information, such as directions and facilities etc., must NOT be requested by phone.

Your first contact with the organiser must be in writing, either by email or by post with an SAE for their reply.

Completed booking forms should be returned to the organiser of the visit at least fourteen days before the visit takes place to enable the clubs to be made aware of exactly how many SOC members will attend the visit.

In the case of the August Bank Holiday visit to Telford Naturist Club, booking forms must be returned to the organiser at least twenty-one days before the visit takes place because extra time is needed to ensure that everyone can be accommodated as we have our largest attendance of the year at this event.

However, it would be far more considerate to the organiser if you contact them as early as possible. The host club also wants our organiser to keep them informed and they may consider that fourteen days notice is not long enough.

Some clubs may refuse admission to any visitor whose name is not on the list supplied by the SOC organiser, and some SOC organisers may not have time to respond to late enquiries, therefore if you are late contacting the organiser and do not get a reply you should assume that you will not be admitted to the club.

SOC members must book their visits with the respective organisers, as no casual visitors will be accepted.

Food: some clubs may cook meals for visitors (at reasonable prices) though not necessarily all meals, so you will most likely need to bring along at least some food of your own. It is probably best to bring long-shelf-life foods, such as tinned foods etc., so that you can cook your own if necessary but have the flexibility to also buy some meals on site when they're available. Clubs do not supply fresh fruit so you will need to bring along all the fresh fruit that you will require. Most clubs have facilities for making hot drinks, but you might need to bring along your own tea/coffee, etc. and any

cold drinks that you might want; some clubs do not have drinking water.

If you bring your own camping stove or barbecue, please take all sensible precautions to ensure that you do not start a fire, e.g. keep it well clear of any flammable materials etc. and check all temporary hose connections before lighting it. Please be aware of any specific instruction issued by the host Club.

Weather: we cannot predict the weather nor guarantee good weather, though we always hope for the best. Weather can change during a weekend so bring clothing and footwear suitable for if it turns cold, windy or wet.

When the dates of a club visit are announced in SOC News, please refer to this section of the Handbook for brief details of the club.

16. British Naturism.

The Singles Outdoor Club is a member Club of British Naturism.

<http://www.bn.org.uk/>

It is not a requirement for membership of the SOC to be a member of British Naturism but it is recommended.

As a National Club SOC has a special relationship with BN together with some other Affiliated Organisations, which like SOC operate on a nationwide basis and have no particular

regional base. National Clubs may each appoint a Liaison Officer through whom they may make representations to, and be consulted by the BN Executive Committee. Such Liaison Officers shall be entitled to receive the agenda and minutes of all BN Executive Committee meetings together with all communications normally sent to regional secretaries, but shall have no right to attend meetings unless invited to do so.

British Naturism appoint members of BN to be BN Club representatives with a remit to inform about and promote BN membership to club members. The Singles Outdoor Club has a BN membership representative who can provide advice and information about BN.

British Naturism Single Members Policy - 2012

Purpose This policy has been developed to protect all members and potential members, clubs, swims, along with National and Regional events from exposure to any form of Discrimination based on being a single member, or members in a same sex relationship or union.

Following the introduction of the Equality Act 2010 British Naturism wish to be an organisation that supports all members regardless of relationship status.

History Following meetings held in 2008 and 2012 it has become clear that individual membership has been refused to British Naturism members based on their relationship status (being a single male or female or in a same sex relationship or union or being married with partner not wishing to be naturist).

Policy It is the policy of British Naturism that all members in Great Britain be given an opportunity to apply to Swims and Landed Clubs affiliated to British Naturism, along with International, National and Regional Events regardless of relationship status. This includes the opportunity of full membership and visitor status. Membership or visitor attendance cannot be refused based on an individual's relationship status.

Implementation Overall responsibility for policy implementation rests with the General Secretary and President. All swims, landed clubs, National and Regional events are obliged to adhere to, and facilitate the implementation of this policy.

The General Secretary shall inform all existing swims, landed clubs, International, National and Regional events, employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new swims, landed clubs, International, National and Regional events shall be given a copy of the policy.

Non-compliance.

All reported infringements would be fully investigated by BN on behalf of the complainant. Recommendations and advice will be given as required and where applicable will be dealt with under the disciplinary procedures of British Naturism.

BN events.

Besides the BN National Convention and AGM, which is held in the autumn each year, BN also runs various other events, including:

BN Scottish Naturist Weekend “The Gathering”.

BN Members’ Holidays abroad.

Nudestock.

Nudefest.

Alton Towers.

There are also regional events.

For more details of these, please refer to the Big Days Out pages in the BN magazine or on the BN website:

www.bn.org.uk

BN events are primarily for BN members only, though some events may allow non-BN members to attend; check individual event information.

17. Sports events

BN runs various sporting events, including:

BN National Swimming Gala

National Petanque

Regional sporting events which generally include outdoor games such as badminton, miniten, petanque and volleyball.

All BN members may compete in national BN sports events, though age or gender restrictions may apply.

To compete in regional sports events, BN members must live within that region; enquiries about entries should be directed to the Sports Officer of the region concerned, contact details in BN magazine and on BN website.

18. Swimming pools and leisure centres

Many naturist organisations around the country hold naturist sessions at public swimming pools and leisure centres. For information about locations, times, contact details, etc. please refer to the most recent SOC newsletter. Further information may be found on the “Swimming and Sauna” pages in the BN magazine or on the BN website:
www.bn.org.uk

19. Other events

You may find that other events are organised by some of the members; check newsletter for such events. Any member may organise an event under the auspices of SOC provided it follows the following criteria.

It should not bring the name of SOC or naturism into disrepute.

It must be advertised in the SOC Newsletter prior to the event, and open to all SOC members to attend.

SOC will not be held responsible for the outcome of any such event, if it causes loss of money, or physical injury to any member who shows an interest or attends any such event.

Members of the committee & AOs are willing to advise on the setting up and the feasibility of such an event.

World Naked Bike Ride.

<http://wiki.worldnakedbikeride.org/index.php?title=About>

20. Incidents and Insurance.

Our Insurance is provided through BN;

Hiscox, policy number: HU P16 1695974

The broker is:

Lorica Insurance Brokers

Lorica House,

27 Highfield Rd,

Edgbaston,

Birmingham,

B15 3DPTel:0333 400 0903Mob:07944 555476Fax:0333 400 0901

Email: blloyd@loricainsurance.com

Web: www.loricainsurance.com

All claims will be made to the Broker by the Secretary.

We have an incident reporting form available from the Secretary.

Please complete this form for all Official Singles' Outdoor Club events. All incidents whether deemed minor, serious, a near miss, or if outside assistance was or was not required will be recorded. The information supplied here is confidential and will assist the Singles' Outdoor Club to develop an overview of incidents and help us provide relevant guidance and training.

This form should be completed by the person responsible for the activity. It should then be sent to the Club Secretary to sign and a copy kept by the Area Organiser/Event Organiser. Incident reports will be presented by the Secretary at SOC Management Committee meetings. Please aim to return it within 10 days of the event. See accompanying notes for further information on how to fill in this form. Please fill in the form electronically or use a blue or black pen and write clearly.

If the incident is of a serious nature Please report it at the earliest opportunity on 00447957322328.

Accompanying Notes — Completing the Incident Report Form

When to fill in the form:

The Singles' Outdoor Club requires the reporting of all incidents, whether deemed minor or serious, no matter what

the envisaged severity is or if emergency services were or were not required. We also require negative returns.

This also includes near misses — an incident may not necessarily involve personal harm or injury. Examples of incidents may include, but are not confined to; illness, conflicts, breaches of host club rules, complaints by the host club, and so on.

You should also report any referrals or other incidents in connection with British Naturism guidelines on safeguarding children or vulnerable adults. This form will enable the Singles' Outdoor Club to gain a better understanding of incidents, monitor trends and provide appropriate guidance and training. It is important that all incidents are recorded and we encourage an open culture of reporting, learning and continual improvement.

Please fill in the form as quickly as possible after the incident and return it as soon as possible, and within 10 days maximum.

What to fill in on the form.

Please provide as much information as possible and use the continuation sheet if necessary. If you needed to contact any external agency other than the emergency services (for example the local authority child and family services) please give details under 'What happened?' We request that contact details of at least one key witness are provided in case further investigation should be required. You may decide that due to the nature of the incident it is best to provide the details of a number of witnesses. If you are using

the form to report a referral under the safeguarding guidelines for children or vulnerable adults, please do not record personal details of third parties on the form.

How to fill in the form.

On your computer, key the relevant information into each cell and delete any unnecessary blank lines.

If you need to type a lot of text into any cell, the cell will automatically expand as you type to allow all text to be entered. When you have completed the form, save the form to a different, and unique, filename (so that you will still have a blank form ready for next time) and then email the saved completed form to the General Secretary. You should also print a copy, sign your name (using a black pen) in the appropriate place(s) and post it to the General Secretary.

Serious incidents.

If an incident of a serious nature has taken place please report it to us at the earliest opportunity on 00447957322328. A serious incident is defined as posing 'immediate danger to life where outside help is required to resolve the incident'. This includes: incidents where 999 has been called, urgent medical help is required, urgent help is required to get the party/member to safety, evacuation of party/member by emergency services or death of a participant. If in doubt please report the incident.

What happens next?

Once your form is received, if necessary it will be reported to British Naturism and/or our insurers, otherwise it will be

reported on by the Secretary at the next Management Committee meeting.

21. Club Officers' Job Descriptions.

President.

Elected for a two year term in accordance with the Constitution (1.3.1.3) and this Handbook. The President will prepare and submit a plan at the A.G.M. for the direction of the Club during the year to the next A.G.M. in conjunction with the Management Committee. The plan will be submitted for discussion and a vote at the A.G.M. and will be the mandate for action to be taken during that year. The President will report to the A.G.M. on the progress of the plan and explain how and why all of, or parts of the plan were, or were not implemented. The President will take responsibility for the day to day running of the Club in accordance with the mandated plan the Constitution and SOC policy in this handbook

Write a report every two months for the newsletter.

Chair the meetings of the Management Committee and any general meeting in accordance with the Constitution.

Secretary.

Arrange the place date and time for Management Committee meetings.

SOC Handbook 2017

Unless a minute taker has been appointed keep a record of meetings and general meetings.

Keep files.

Facilitate communication between Management Committee, Club Officers and members.

Treasurer.

Maintain the Club's savings and current accounts.

Pay invoices from external suppliers (e.g. newsletter printers, etc.).

Pay club officers' expenses; maintain records of the club's income, expenditure and assets.

Produce financial reports (balance sheet, etc.) for submission to Management Committee and general meetings as required, and the club accounts examiner; in accordance with the Constitution.

Advise the committee on all financial matters relevant to the running of the club.

Membership Secretary.

The membership secretary needs to be a well-organised, responsible person with a good level of IT literacy as most of the work is done on a Windows PC using Microsoft Word, Access, Excel, email and FoxPro.

At least one colour inkjet printer is also required.

A fair understanding of the responsibilities of a database manager, in relation to the Data Protection Act, is desirable.

Maintain up-to-date computerised databases of:

The club's members; yahoo group members.

Contact list members.

Prize draw entrants.

Membership enquiries.

Other clubs, organisations and individuals to whom we also send newsletters.

Keep British Naturism informed of SOC members who are also BN members.

Maintain and print all relevant forms and letters etc. as well as address labels for the distribution of newsletters etc.

Receive and process applications for: club membership, yahoo group membership, inclusion on the contact list, prize draw entry.

Send new membership pack to new members when they join.

Produce membership renewal invoices, receive and process membership renewals. Process upgrades from probationary to full membership.

Produce and issue membership cards.

Keep other club officers informed of relevant changes to membership database details, e.g. change of address etc.

SOC Handbook 2017

Every two months: write a report and other membership-related information for inclusion in the newsletter.

Process the monthly prize draw and inform the treasurer and the newsletter editor.

Respond to enquiries, but also ensure that private information is not passed to unauthorised persons.

Pass information to the club archivist, and also make back-up copies for historical information and data security.

A far more detailed version of this job description can be made available to any member who is specifically interested in applying for the role of membership secretary.

Committee Member.

Attend committee meetings and general meetings.

Maintain close contact with the membership in order to make representations on behalf of members to the Management Committee.

Endeavour to assist the Management Committee with the implementation of policy and initiatives.

Area Organiser.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives. Ensure that a priority of all activity will be to increase membership.

SOC Handbook 2017

Will be aware of the provisions of the SOC Constitution and SOC policy in this handbook.

Welcome any new members within their area and help them to settle in.

Maintain a local record of members in their area.

Liaise with clubs in their area with a view to arranging SOC weekend or day visits to those clubs.

Pass dates of day or weekend club visits to the newsletter editor for inclusion in the SOC events calendar.

Ensure that members who wish to visit the clubs have the information they need and keep the clubs informed of which members wish to visit them.

Note the names of all visiting members and pass these to the membership secretary;

Be “in charge of” the SOC members while visiting a club.

Being “in charge of” generally means helping new visiting members to find their way around the club site for signing in and facilities etc. and answering any questions they may have; check and sign probationary members’ cards. Incidents of bad behaviour are extremely rare, but if any do occur the AO needs to exert his authority in accordance with SOC guidelines and in co-ordination with the host club committee.

May optionally choose to write and distribute a local area newsletter (best seek guidance from the club treasurer and any AO who already does this).

Authorised to sign membership cards only at events which they are organising.

Event Organiser.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives. Ensure that a priority of all activity will be to increase membership.

Will be aware of the provisions of the SOC Constitution and SOC policy in this handbook.

Similar to an AO in respect of club events only.

Authorised to sign membership cards only at events which they are organising.

Equality diversity and inclusion officer

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives. Ensure that a priority of all activity will be to increase membership.

The work carried out by the equality, diversity and inclusion officer will incorporate some of the tasks formerly undertaken by the Lady members Contact. The post holder will need to have an understanding of the meanings of 'protected characteristics' as defined in the Equality Act 2010 and have a good knowledge of the Act. Be able to welcome people to whom this applies into our Club, ensure that they are looked after and where practicable issue invites to events. To be able to advise the Management Committee on

these matters and offer action plans on promoting our club to groups who have the characteristics; together with developing systems for reporting any incidents of discrimination; translating equality legislation into practice to ensure that we meet the statutory requirements.

Child and vulnerable adult protection Officer.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives.

Will liaise as appropriate with BN and the Officer in any host club who has similar duties.

Will advise the Management Committee on issues concerning the welfare and protection of children and vulnerable adults.

Minute Taker.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives.

Will assist the Secretary with recording minutes of minutes and preserving those records.

Will deputise for the Secretary as required.

Newsletter Editor.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the

implementation of policy and initiatives. Ensure that a priority of all Newsletter activity will be to increase membership.

The editor needs to be proficient in English (spelling, grammar, punctuation, etc.), able to find and correct any mistakes in text submitted for publication,

Lay out the pages with concern for presentation and readability.

Have a good working knowledge of Microsoft Word, .pdf files, email and the internet.

The editor needs to send the .pdf files to the printers and also to the Newsletter Distributor.

Create six newsletters each year, plus a Walks Programme once a year, and a SOC Handbook occasionally.

Deputy Editor.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives. Ensure that a priority of all activity will be to increase membership.

To assist and deputise for the Editor.

Newsletter Distributor.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives. Ensure that a priority of all activity will be to increase membership.

SOC Handbook 2017

Collect or receive the (bulk) newsletters from the printers; print address labels and despatch the newsletters by post to club members and to contact persons of the clubs that we visit; use email to send the .pdf version of the newsletter to the members who have chosen to receive their newsletter by email instead of by post.

Also distribute the Handbook.

SOC Shop Keeper.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives. Ensure that a priority of all activity will be to increase membership.

Store and keep the SOC Shop stock;

Despatch items by post when ordered by members;

Take items to campsites, swims, and walks;

Maintain records of Maintain records of stock inventory,

Maintain records of sales;

Bank payments received and send information to the club treasurer.

Walks Organiser.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the

implementation of policy and initiatives. Ensure that a priority of all activity will be to increase membership.

The post holder will be responsible for developing and promoting naturist walking, nationwide consistent with the SOC as a nationwide club.

Will be suitably qualified and able to implement the best practice in line with Rambler' Association guidelines and ensure all walking activities are compliant with our conditions of insurance.

The SOC will endeavour to assist with costs related to obtaining suitable for qualifications for unqualified applicants.

Be familiar with the current law on public nudity, Police practice, Crown Prosecution Service advice and BN policy.

Ensure that all the walks leaders are fully conversant with the SOC policy and Rambler' Association guidelines.

Provide training and advice to Walk leaders and ensure that everyone who wishes to lead or develop a walk has completed all the necessary risk assessments.

Gather information from the team of walks leaders and decide upon a programme of dates and locations.

Pass the relevant information to BN and the SOC newsletter editor;

Encourage walkers who are not yet SOC members to consider joining SOC.

SOC Handbook 2017

Authorised to sign membership cards only at events which they are organising.

Walks Leader.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives. Ensure that a priority of all activity will be to increase membership.

To work closely with the Walks Organiser and comply with any guidance and advice.

Authorised to sign membership cards only at events which they are organising.

Website Designer.

Is answerable to the Management Committee and will endeavour to assist the Management Committee with the implementation of policy and initiatives. Ensure that a priority of all activity will be to increase membership.

Ensure that SOC has a domain name.

Maintain the SOC website with up-to date information.

Manage the SOC email addresses on the mail server such that all club officers can choose to either access their email directly or have it forwarded to another email address of their choosing.

Advise any club officer who is not sure how to access or use their email.

Ensure that the Club has a strong presence on social media.

British Naturism Club Rep.

The role of the BN Club Rep has three main aims:

1. For clubs to be more aware of BN's activities and how they can benefit.
2. For BN to be more aware of what's going on in clubs to ensure the right services and support are offered.
3. To reach non-BN members in clubs and encourage them to join BN.

There is a full job description on the BN Web Site available to download.

<http://www.bn.org.uk/community/files/file/612-the-bn-club-rep-job-description/>

22. Volunteer

Any member who would like to volunteer to become a club officer should preferably be an active member of the club (i.e. takes part in activities organised by SOC) and already known by one or more current club officers as a reliable and trustworthy genuine member.