

RHS Affiliated Societies

Information Pack



Welcome

Welcome to the RHS Affiliated Societies' membership scheme.

The RHS has been supporting horticultural societies and gardening clubs for over 100 years. Today there are nearly 2,800 groups affiliated to the RHS, making it the largest network of gardening clubs in the UK. The scheme represents an enormously diverse mix, including specialist plant societies, allotment groups, community gardening initiatives, and overseas gardening groups, to name just a few.

We have outlined the range of benefits provided by the scheme in the following pages and hope that you will find this a handy and useful guide for future reference.

Should you have any queries about your RHS Affiliated Society membership, please do not hesitate to contact us on 01483 226554 or by emailing affiliated@rhs.org.uk

We hope that you will enjoy being a part of the scheme.

Best wishes,

Susie & Janice

The Affiliated Societies Team

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Your benefits explained

- **Free monthly copy of *The Garden* magazine**
One copy of *The Garden* is sent to the main contact for your society (according to the RHS database) every month. **This is intended to be circulated to other members of your society.** Please note: we suggest that the main contact is the Secretary. If the main contact should change, please notify us as soon as possible, so that we can ensure that the next magazine goes to the correct address.
- **One free annual visit for up to 55 members of your society to an RHS Garden of your choice.**
Group visits should be arranged in advance by contacting the Group Bookings Administrator on **0207 821 3170**. Unfortunately, it is not possible to book group visits during the flower show at Wisley or Harlow Carr. You will have to quote your affiliation number in order to book your visit. Affiliation numbers are not transferable to other groups.
- **Free Banksian or Grenfell medal and certificate**
You can apply for one free, engraved Banksian or Grenfell (flower arranging) medal to award to the 'Best in Show' at your annual show each year in line with the rules governing these awards. Please refer to 'Banksian & Grenfell medals' for information about how to do this.
- **Free gardening advice from RHS experts relating to your group's work**
RHS Affiliated Societies can get free horticultural advice from RHS advisors by phone. On joining the scheme your society will be asked to nominate a Science & Advice Liaison Contact (SALC), who will be the one member of your club/ society who co-ordinates your group's requests for advice from the RHS advisory team.

Please note that queries must be about issues relating to your society's activities. For example, you might need advice about vegetable growing on your association's allotment site; help with creating a new community garden; questions about group events, such as flower or produce shows (i.e. clarification of show classes etc.). The team is unable to help with your own personal horticultural queries unless you are an individual member of the RHS.

SALCs must quote their society's affiliation number when contacting the RHS Advisory Service. The advisory team will be unable to help unless they can confirm your affiliated society number and that they are the SALC for the society.

The contact details for your SALC to use to contact the RHS team is:
Tel: 01483 479700 (Mon-Fri 10am-4pm)

Also see www.rhs.org.uk/advice

Please note, the **Members'** Advisory Desk at RHS Garden Wisley is not available for affiliated societies' use.

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- **Free Speakers and Judges Lists**

The RHS produces free lists of speakers and judges. The speakers on these lists are not endorsed by the RHS but there is a feedback form on the website which we encourage you to use.

The Judges and Speakers lists can be found here: rhs.org.uk/judges-speakers along with details of how to add your own details to the lists, should you wish to do so.

- **Use of the RHS Affiliated Societies logo**

If you would like to be able to use the RHS Affiliated Societies logo on the stationery of your society for the period that it is affiliated with the RHS (and so part of this scheme), the terms and conditions will apply.

For more information please email affiliated@rhs.org.uk

- **Competitively priced insurance (Employers' & Public Liability; Sheds, Equipment, Cups & Trophies)**

Insurance cover is provided by Liberty Specialty Markets and arranged through the broker AON UK Limited. It is only available to societies within the UK. For more details visit: rhs.org.uk/affiliatedsocietiesinsurance. For any insurance-related enquiries, please contact AON on: 0117 948 5080.

Should you wish to change your cover levels, cancel or amend your existing cover options, please email affiliated@rhs.org.uk

- **Exclusive Affiliated Societies medal and show stationery**

Medal and show stationery, including certificates, prize labels, judge's cards and the RHS Horticultural Show Handbook can be obtained from the RHS Mail Order Department. Stationery can be ordered at any time by contacting Tel: 01483 211320; Email: mailorder@rhs.org.uk

- **RHS Garden Reduced Price Entry Cards**

Affiliated Societies are entitled to purchase up to three cards at £10 each. They can be used an unlimited number of times throughout the year allowing up to two people a 30% reduction on the normal adult entry rate to any of the RHS Gardens including Bridgewater from September 2021. The cards can be purchased at any time and are valid for the duration of the affiliation year, there are no pro-rata rates. To purchase up to three cards for your society, please email affiliated@rhs.org.uk.

- **Reduced rate RHS Flower Show tickets**

Group or special Affiliated Society rates are available for RHS shows (excluding RHS Chelsea Flower Show). Discounts are available for groups of 20 plus. Please call 0800 358 0058 or e-mail groups@theticketfactory.com

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Legal advice

Unfortunately, the RHS is not able to provide legal, compliance or financial advice to Affiliated Societies. For example, we can't advise on matters of data protection (GDPR), legal structure, planning law or provide investment advice. We advise affiliated societies to obtain suitable independent advice for such matters.

You might also find the following resources helpful:

Information Commissioners Office (for matters relating to data protection):

<https://ico.org.uk/>

Charity Commission (for advice and guidance for those registered as, or thinking of registering as, a charity): <https://www.gov.uk/government/organisations/charity-commission>

The Law Society's list of Solicitors: <http://solicitors.lawsociety.org.uk/>

The Financial Conduct Authority's advice on finding a Financial Advisor:

<https://www.fca.org.uk/consumers/finding-adviser>

How to book your free annual visit to an RHS Garden

Once a year every RHS Affiliated Society is entitled to book one free visit to one RHS Garden for up to 55 members. This is the approximate size of a coach.

RHS Garden Bridgewater (Due to open May 2021 – check website for exact details)

RHS Harlow Carr, Yorkshire – it is not possible to book group visits during the flower show

RHS Hyde Hall, Essex

RHS Rosemoor, Devon

RHS Wisley, Surrey - it is not possible to book group visits during the flower show

Simply call **0207 821 3170** and make your selection. Have your society details ready and the date you wish to visit. Please make sure you book at least four weeks in advance.

Please note you cannot book using any other phone number.

Insurance cover

The two types of cover available to Affiliated Societies are Employers' & Public Liability, and Sheds, Equipment, Cups & Trophies with different levels of cover.

Insurance is provided by Liberty Specialty Markets and arranged through our broker, AON UK Ltd. Policies run from 1 February to 31 January. Please note: purchase of insurance cover at any time during the year incurs the full premium; there are no pro-rata rates.

When purchasing insurance, you will need to complete the Liberty Specialty Markets proposal form that applies to the specific policy required.

If purchasing both policies then **both** Liberty Specialty Markets proposal forms must be completed.

Download these forms at rhs.org.uk/affiliatedsocietiesinsurance

Completed forms should be returned with full payment to:
affiliated@rhs.org.uk

Please allow 3 – 4 weeks for processing.

Insurance facts

Any queries about what is covered by the policy should be directed to the brokers, AON UK Ltd, on 0117 948 5080. For questions about completing the forms or the progress of an application please contact the Affiliated Societies team at affiliated@rhs.org.uk

Provided below is a summary of the significant features, benefits and limitations of the insurance cover provided by Liberty Specialty Markets A copy of the policy with full details of the cover, including complete terms, conditions and exclusions, can be provided on request.

Employers' & Public/Products Liability

This policy provides an Indemnity in respect of your legal liability to pay damages and claimants' costs and expenses in the event of: -

Employers' Liability

- Accidental death of or bodily injury to, or disease or illness, contracted by any Employee (including volunteers) and arising out of and in the course of their employment with you and caused during the Period of Insurance
- Cover includes defence costs incurred with Insurer's written consent

Public/Products Liability

- Accidental death of or injury to third parties or loss of or damage to their property or nuisance, trespass or interference with any easement, right of air, light, water or way arising out of your horticultural and social activities occurring during the Period of Insurance.
- Including costs and expenses incurred with Insurers' written consent (such costs being in addition to the Limit of Liability)
- Including such liability arising out of goods sold or supplied by you (products Liability)

Significant features & benefits

- Cover applies anywhere in the UK, Isle of Man or the Channel Islands
- Automatic Indemnity limit of £10 million in respect of Employers' Liability with a choice of either £5 million or £10 million for Public/Products Liability
- Includes your legal liability for damage to premises leased, hired or rented by you
- Includes your legal liability arising from sudden and accidental pollution or contamination
- Includes Member to Member Liability
- Completion of proposal form only required for first application
- You will be issued with an annual Certificate of Employers Liability, which must be displayed at any premises where you employ people.

Significant exclusion or limitations

- Liability for liquidated or punitive damages or fines or penalties
- Road Traffic Act Liability (you will need to arrange separate Motor Insurance in any such circumstances)
- Liability arising from your ownership or use of any railway, watercraft (other than hand-propelled craft) or aircraft
- Liability arising as a result of your giving advice for a fee
- Liability that only arises under contract or that has been assumed by you under an agreement and that would not ordinarily apply in the absence of

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such agreement

- Liability for damage to property in your custody or control apart from personal effects of visitors or premises leased, hired or rented by you.
- Liability arising out of the following activities: -
 1. marathons or sponsored walks or rides;
 2. firework displays or bonfire displays;
 3. injury to participants in It's a Knockout type competitions or Donkey Derby races;
 4. events where the attendance is expected to exceed 1500 at any one time unless notified to Aon/Liberty in advance
 5. mechanically propelled amusement devices;
 6. bungee jumping or parachute jumping
- The first £50 of any damage to third party property

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Sheds, Equipment, Cups & Trophies

Cover is provided for accidental loss or damage to insured property anywhere in the UK, Isle of Man and the Channel Islands.

Significant features & benefits

- Selectable level of cover of £5,000, £15,000 or £40,000 for any one loss
- Definition of property is “*Sheds, cups, trophies, shields, audio visual equipment, show equipment, promotional materials, furniture, catering equipment, lawn mowers, garden equipment, stock for sale and the like owned by the Insured Society itself or held in trust for which the Society is responsible*”. This will include huts, sheds and composting toilets but not glasshouses, cloches, frames or polytunnels nor property owned by individual members
- Cover is also automatically provided for cash held by the society, up to the amount of £500, subject to policy terms and conditions.
- Completion of proposal form only required for first application.

Significant exclusions or limitations

- Wear and tear, inherent vice or defect or faulty design, materials or workmanship
- Depreciation, electrical and mechanical breakdown
- Any security protections must be maintained in good working order and put into full operation whenever premises are closed or unattended.
- Loss or damage to marquees whilst they are being erected or dismantled. Professionally erected marquees can be insured whilst they are erected and in place and physically attended to include loss or damage caused by storm or flood but in other circumstances storm or flood cover will not apply in the open and cannot be included. No cover is provided for a marquee that is left unattended. Cover will apply whilst the marquee is collapsed and in storage provided it is then kept in a locked premises within the United Kingdom, Channel Islands or the Isle of Man
- The first £50 of any claim

General Matters

Policy period

The policy runs for twelve months from 1 February each year.

Cancellation

There is no right of cancellation.

Claims

If anything happens that may give rise to a claim or you wish to make a claim you must advise Liberty Specialty Markets as soon as possible quoting your policy number. newclaims.liberty@davies-group.com

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The law

The policy holder and Liberty SM are entitled to choose the law applicable to the insurance policy. Liberty SM proposes to choose English Law as the law applicable to the insurance policy. The contract and the relationship between Liberty SM and the policy holder shall be governed by, and interpreted in accordance with, English Law. The contract shall be subject to the non-exclusive jurisdiction of the English Courts.

Complaints procedure

Liberty SM strives to provide their customers with the highest level of service and would like to know if you are not satisfied with any aspect of this. If you are unhappy with the service you receive, please tell them straight away as they would like the chance to put things right. You can do this by visiting their website insert liberty complaints line complaints@libertyglobalgroup.com

If you remain unhappy with the outcome you may be able to refer your complaint to the Financial Ombudsman Service. For more information, visit www.financial-ombudsman.org.uk or call 0800 023 4567 from a landline or 0300 123 9123 from a mobile phone.

Please always quote your policy number as it will enable your complaint to be dealt with promptly.

Financial Services Compensation Scheme

Liberty SM are covered by the Financial Services Compensation Scheme (FSCS) which means that you may be entitled to compensation from the scheme if they cannot meet their obligations under this policy. This depends on the type of policy you have purchased and the circumstances surrounding your claim. You can find out more at www.fscs.org.uk or by calling **0800 678 1100**.

Risk assessments

Carrying out a risk assessment is not compulsory, but it is considered desirable, as they are an indication of good practice and are useful, in the event of a claim, for demonstrating that care has been taken. They are valuable for assessing and reducing or eliminating risks. The Health and Safety Executive (HSE) provides guidance for carrying out risk assessments that is tailored for voluntary groups and charities; this can be found on their website: www.hse.gov.uk.

Property valuations

Valuing your property is not compulsory, but it is highly recommended, particularly as far as cups and trophies and the like are concerned. It will be necessary for you to prove the value of your claim in the event that Insured Property has been stolen or damaged. A valuation can be very useful in such circumstances – it is also recommended that you keep a log and photographic evidence of all cups and trophies insured by your policy for the same reason.

Banksian & Grenfell medals - rules of award

Please make sure you familiarise yourself with the rules for award of the Banksian and Grenfell medals.

Please note: Each Affiliated Society is allowed one Banksian **or** one Grenfell medal each year. Please decide which applies to your society by reading the text below.

GRANT OF A BANKSIAN MEDAL

1. Any RHS Affiliated Society may apply to The RHS for a Banksian medal for award in connection with their show(s).
2. The RHS Banksian medal should, generally, be the premier award of the show. It should always be in addition to prizes won and not a prize in itself.
3. The Banksian medal should be awarded to the winner of the largest number of points in the horticultural classes at the show.
4. Prizes won for non-horticultural things, such as preserves, honey, bottled fruit, and eggs, should not count towards award of the Banksian medal. Neither should floral arrangements (see GRANT OF A GRENFELL MEDAL).
5. When a society has awarded a Banksian medal in each or one of the last two years, the schedule must state that "any competitor who has won the Banksian medal in the last two years is not eligible to win this medal". Those sharing in the cultivation of (and exhibiting from) the same garden or allotment are considered to be a single exhibitor. If one is awarded the medal, then none of them is eligible for the next two years.
6. For those societies which include open classes in show schedules, the competition for the Banksian medal should be open, i.e. it should not be confined to the members of the Affiliated Society. However, if some classes are confined to members, as is usually the case, members will naturally have the best chance of winning the medal.
7. Should two competitors obtain equal scores then the award should go to the one who has taken the greatest number of first prizes.

GRANT OF A GRENFELL MEDAL

Grenfell medals should be offered for award in connection with the floral arrangement classes of an Affiliated Society's show. The conditions governing the grant of a Grenfell medal are the same as those regarding the Banksian medal.

The best way to apply for your engraved Banksian or Grenfell medal is via your **annual membership renewal form**. Alternatively you can email affiliated@rhs.org.uk

Affiliated Societies Logo

Available to all societies for use on stationery etc. Please email affiliated@rhs.org.uk for guidelines and copies of the logo.



Terms and Conditions of Use

The RHS owns all right, title and interest in and to, and hereby grants to those Affiliated Societies who duly apply a non-exclusive, royalty-free licence (without the right to sub-license) to use the RHS Affiliated Society Logo (set out below, the “Logo”) in connection with the activities of the Affiliated Society in the United Kingdom for so long as the Affiliated Society is a Member of the RHS Affiliated Societies Scheme. Affiliated Societies using the Logo do not acquire any right, title or interest in or to the Logo or any other intellectual property of the RHS as a result of its use.

The Affiliated Society shall ensure that any activities in connection with which the Logo is used comply with all applicable laws, applicable codes of practice and generally accepted industry standards and practices in any country where the Logo is used;

The RHS or any authorised agent or representative of the RHS may review the activities of the Affiliated Society and the use of the Logo on any materials. If, in RHS’s reasonable opinion, any use of the Logo or any activities carried out by the Affiliated Society do not comply with the terms of this license, the RHS shall be entitled to require that the Affiliated Society immediately cease use of the Logo.

Publicity & promotion

While word of mouth is often the best way of promoting your society, there are many other ways you can gain that crucial publicity and attract more keen gardeners.

Digital and Social media

Social media

Social media is full of opportunities to raise awareness of your society. The main channels used by the RHS are Facebook, Twitter, Pinterest and Instagram.

Why should you use social media?

You can use social media to let people know what you are up to, answer questions, and raise awareness of the work that the societies do. Once you are on social media, people interested in your group will 'follow' you to keep up to date and will pass your messages on to others who might be interested.

Establishing your channels

It's important to look at where your audience currently is before setting up a new channel, and ensure that you have the resource to run it effectively. This means that someone should have designated ownership of the channel and be responsible for responding to questions or interactions that are received, so that you are actively communicating with your followers. Running one channel well is better than running 5 channels poorly.

Once you have established your channel(s), make sure that it looks professional and consistent. Ensure that you have set a profile photo (and a heading or cover photo for Facebook and Twitter), and completed the biography section to tell people a little bit about your society.

Posting content

Social media is very immediate. Once you start using Facebook or Twitter it's good to use it regularly. For example, be prepared to post Facebook messages about 3-5 times a week and use lots of pictures. On Twitter, the messages have to be short (280 characters) and can be less frequent; use images, videos and links for maximum impact. Pinterest and Instagram are led by images and so are ideal for sharing news about the winners at your show for example.

Publicity & promotion

- Try taking a stand at events such as a local show. They're often great opportunities to talk directly to potential new supporters about the work that you do.
- Put up posters around the community to let people know about your event - try your local shops, cafes, leisure and community centres, village hall notice boards, libraries or places of worship or work.

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- Organise a special meeting or event and invite members to bring along a guest to introduce them to your society. You could invite a speaker, or host an introductory social evening.
- If you are running an event, or you have an interesting story to tell about your group or any of your members, write a press release and send this to your local media (please see the advice which follows for tips on how to do this).
- Hire a professional photographer or get a keen amateur to take photos at your events. You can use these photos in future promotions. Remember to get a permission form signed.
- Join your local horticultural federation and publicise your society's activities through its network of local gardening clubs. www.rhs.org.uk/federations-and-guilds
- Contact local schools to investigate joint working opportunities and educational activities you can support (also see RHS Campaign for School Gardening: www.rhs.org.uk/schoolgardening). Schools often need help with their gardening activities.
- If you wish to share your details with other Affiliated Societies and people interested in joining your society please email affiliated@rhs.org.uk with the **exact postcode** where you meet (allotment site, church hall etc). We can then make sure your group is included on the **RHS Communities Map**: www.rhs.org.uk/getinvolved and pass on your details to anyone wishing to know more about their local society. Please be assured that the RHS does not pass on details to any commercial or third party organisations.

Press and PR

The more frequent and interesting the media coverage about your activities, the more people will be encouraged to find out more and possibly become members of your society. There is no such thing as too much press coverage, so make sure you keep your local media in touch with what you are up to.

Top tips for a good story

To gain coverage in the media you need a newsworthy story. A story can come from many angles and you need to think creatively!

Consider the following:

- What is going to be achieved by your event? For example, will you be carrying out community-wide bulb planting, with the participation of the whole village?
- Are you doing something interesting in relation to a well-known feature of local heritage? For example, clearing a local waterway, renovating a church garden etc.
- Will there be any local celebrities or VIPs be attending your event/show? If not, could you invite someone?

These are all things that will interest your local media. Think beyond the physical side of your entry too, the press are often interested in the 'human' angle. Is there a society member with an interesting story to tell?

Getting started

First of all, we suggest you write a press release. A press release allows journalists to quickly understand your story. Have a look at the sample press release at the end of this chapter, which can be copied and modified for your own use.

Writing a press release

- Be accurate and informative – get someone else to proof it for typos before you send it!
- Don't waffle; the ideal press release is one side of A4
- Always write "Press Release" across the top of the page and include the date together with any logo or crest. If you'd like to use the Affiliated Societies logo, please email affiliated@rhs.org.uk
- Include the date to be released (for example "For Immediate Release", or "Embargoed until 30 August 2020")
- A punchy, eye-catching title will capture attention
- Key information should come first. What is happening? Why? Where? When? Who is involved?
- Your story should be in the first paragraph. Many press releases don't get read below the opening paragraph!

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- Include a quote or testimonial from yourself, a sponsor, a local dignitary, a volunteer or a celebrity, etc.
- Make sure contact details are included in the “Notes to Editors” at the end of the release. This person must be knowledgeable about the event/ story and readily available to the media in case they wish to follow-up
- If you can supply an image to illustrate your story, mention that in the “Notes to Editors”. Often a good picture will get a story featured

Contacting the media

Local newspapers are always looking for local news, and stories with human-interest and community benefit are always favourites. A press release should usually be sent about a week in advance of an event (however if your local paper is only printed weekly, you should send your release to them two or three weeks in advance).

We recommend inviting a journalist/photographer to attend your event. If they can't make it, they might ask you to take a picture of your day and send it to them instead. If you are planning an activity at a certain time, or have a local celebrity attending, make sure you clearly state the time in your press release. Confirm before the event whether any journalists or photographers will be attending so that you can look out for them and make sure you provide a mobile phone number, so they can get in touch with you.

When contacting your local newspaper or magazine, look at the section you're aiming your story at (news, features and listings), note the names of the journalists who are writing stories on similar subjects and send your press release directly to them. Follow this up with a phone call a few days later to discuss story ideas.

Don't forget to consider other press in addition to your local paper, for example: horticultural press, local free magazines or programmes, tourism magazines etc. NB Monthly magazines need information at least 3 months in advance.

TV and Radio

It is worth listening to your local radio stations and identifying the programmes that would be good to target. Local gardening and news programmes may be looking for inspiration with a local twist!

When contacting your local TV or radio station we would suggest you call the news desk for the programme you want to target (e.g. Drive Time or BBC Look North) and ask for the forward planning person who will be looking after the news on the day of your event.

If you are running an activity and you have a knowledgeable spokesperson available, your local radio station might be interested in doing an interview before the event, which will help to build up interest locally. Contact the station to explain what you'll be doing and outline your area of expertise. Whether it's growing prize veg or making your own compost, if it's of interest to the listeners at home, it's likely the station will want to hear from you.

Events & activities

It is all very well getting publicity, but the type of events and activities you publicise should appeal to a variety of people if you are to attract new members.

- Try to involve more children and get them inspired. Where the children go, the parents will follow. Hold competitions for children, for example: Create your own miniature garden; the strangest looking vegetable; home-grown cookery competitions; plant identification quizzes.
- Hold an open gardens day in your local community or open-to-all events such as community barbecues, afternoon teas etc.
- Try hosting educational events such as window box, herb garden or planting demonstrations where people can learn and have something to take home.
- Ensure your annual show is open to the public.
- Hold Grow Your Own competitions – have a look at RHS advice on www.rhs.org.uk/vegetables
- Invite a well-known speaker to your AGM. (Why not also throw in some drinks and nibbles and make an evening of it).
- Remember to take advantage of your free annual group trip (for up to 55 people) to one of the four RHS gardens. You can also book group trips to any of the RHS Partner Gardens, although these will incur an entry fee (this should be confirmed with the garden before you visit).
- Attend federation-organised trips and activities to meet other like-minded people and make valuable gardening contacts within your local area.

There are many ways in which you can entice new gardeners to get involved with your society. Being part of a local network of gardening clubs is a fantastic way to start and can offer you great advantages in terms of idea sharing and getting that crucial support and advice that you need, when you need it.

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Example press release

PRESS RELEASE

[Affiliated Society Logo]

[insert date]

Garden Club To Help Grow Community Greenhouse

Longwickden Gardening Society open day Sat 20th June Year

A new community greenhouse to be used by its members and St. Joseph's Scout Pack, is the fund raising objective for The Longwickden Gardening Society open day on Saturday 20th June .

There will be an opportunity to **Win a Set of Gardening Tools** in the 'Guess the height of the sunflower' competition and flowers, vegetables and early summer fruits grown by the society's members will be on show, along with information and advice on growing plants, home-made produce to buy. So whether you're an absolute beginner or a seasoned gardener, you'll be able to take home valuable advice to improve your own garden.

'We also hope to attract new members to join the The Longwickden Gardening Society', said Chairman John Smith. With the current trend for growing your own and concerns about food production methods, a lot of people are keen to find out how to grow produce for themselves.'

Refreshments will include tea, homemade cakes and allotment-grown strawberries – all proceeds will go towards the new greenhouse.

Add contact details

Holding a show

The following is taken from *The Horticultural Show Handbook*, updated in 2016 by the RHS, to provide an indication of the guidance available to those new to staging shows. The *Handbook* goes into far greater depth, including detailed marking guides for all major horticultural classes, so it is recommended that show secretaries purchase a copy, through RHS mail order, but also that they attend a local show to see how it is done and speak with the organiser to gain invaluable first-hand advice.

Show secretaries

The show secretary is responsible for the general organisation of the show. Responsibilities would typically include the following points.

- Book the venue
- Make a table layout plan including tables to be used as show benches
- Appoint judges
- Arrange publicity.
- Arrange for a nominated person to receive entries and entry fees
- Appoint stewards and ensure they are familiar with their duties
- Be familiar with the show's rules and take responsibility for their implementation
- Mark out show benches, identifying location of each class
- Provide exhibitors with an entry card for each entry
- Provide vases, plates, etc. if available
- Make available a set of scales for the use of exhibitors, stewards and judges, during staging and judging
- Ensure that the hall is open and ready for staging at the stated time and that it remains open until the completion time
- In case of queries, interpret the wording of the schedule and inform judges of any relevant decisions before they begin judging.
- Immediately before judging starts, draw together judges and stewards and explain layout, duties and sections (e.g. Vegetables, Fruit or Flowers)
- Deal with protests promptly, consistently and fairly
- Ensure prize money is paid promptly after the show, and that trophies and special prizes reach their respective winners as quickly as possible

Timing Fix a date well in advance and book judges early. Consider potential clashes with local events and, when writing the schedule, also consider which flowers, fruit and vegetables will be in season and available.

Venue A venue should have plenty of light, be large enough to accommodate the expected number of exhibits, and have running water. Provision should be made for tabling, vases, plates etc.

Awards RHS Affiliated Societies can apply for the award of a free Banksian or Grenfell medal and can purchase additional medals and certificates from RHS mail order. Other national specialist societies offer medals in their own specialist sections of shows.

RHS Partner Gardens

A large number of independently-owned gardens are part of the RHS Partner Gardens scheme. Whether formal landscapes, late-season borders, lush woodlands, or architectural planting, all participating gardens have been identified as offering inspiration to keen gardeners through high standards of design and planting. Many are well known; some less so. The result is a stimulating and diverse mix of styles and sizes, from the formal and grand, to the informal and domestic.

These gardens offer free access to individual RHS members either throughout their open periods or during selected times of the year.

Affiliated Societies do not receive free entry, but the majority of gardens will offer a reduced rate for groups and will welcome any society wishing to make a group visit.

Please note: RHS Individual Members will not be granted free access if visiting as part of a group. Please contact the gardens directly to clarify entry conditions for your group prior to your visit.

You can search through the Partner Gardens online at:
www.rhs.org.uk/PartnerGardens

RHS membership for your members

RHS membership

Some members within your group may want to further support the RHS by becoming a member.

Become a member and grow with the RHS

Enjoy the freedom of **free unlimited access to RHS Gardens *** (**RHS Garden Bridgewater is due to open May 2021 – please check website for exact date nearer the time**) which delight through every season, where you can take a family guest or 2 children for free each time you visit, and **free entry to more than 200 beautiful RHS Partner Gardens** across the UK and overseas.

Lose yourself in a world of horticulture with ***The Garden*** magazine delivered every month, worth £54, jam-packed with practical gardening advice, inspiration and special member offers. In addition, a dedicated, unlimited advice service will help you improve your skills and transform your own garden and allotment.

And be inspired with exclusive access to RHS Flower Shows, **attend quieter Members' Days** or enjoy **savings on public days** including RHS Chelsea Flower Show. Discover striking displays, breath-taking Show Gardens and the season's must-have plants to inspire your own plot.

As a member you'll also be supporting the charitable work of the RHS to enrich everyone's life through plants, and make the UK a greener and more beautiful place.

Join today and enjoy 12 months for the price of 9*.

Visit rhs.org.uk/join/4004

*Introductory offer by annual Direct Debit. Terms and conditions apply.

Speakers List

In 1916 the RHS set up a panel of 2,000 speakers “in order to stimulate the increased production of vegetable food rendered necessary by the War”. Thankfully, circumstances today are rather different, but among the thousands of horticultural societies and gardening clubs around the country there is still great demand for knowledgeable, interesting and most importantly entertaining speakers. We are always looking for new speakers to join our lists. It costs nothing to add your details to the lists, so please consider putting yourself forward or suggesting it to someone you’d recommend, and of course please do make use of the lists if you’re looking for a speaker for your club.

www.rhs.org.uk/judges-speakers

Judges List

Every year horticultural societies and gardening clubs throughout the UK hold thousands of shows, giving gardeners the opportunity to demonstrate their expertise and have their horticultural achievements recognised. The passion for growing and showing is still strong, and so, therefore, is the demand for astute, knowledgeable and experienced judges. It costs nothing to add your details, so please consider putting yourself forward or suggesting it to someone you’d recommend as a judge.

www.rhs.org.uk/judges-speakers

Useful Contacts/Resources

For general scheme enquiries

including membership applications, insurance purchasing/documentation, Banksian or Grenfell medals

Tel: 01483 226 554

Email: affiliated@rhs.org.uk; Web: www.rhs.org.uk/affiliatedsocieties

For group visits to RHS Gardens

Group visits should be arranged in advance by contacting the Group Bookings Administrator on **0207 821 3170** or groups@rhs.org.uk. You will have to quote your affiliation number in order to book your visit.

For other enquiries about RHS Gardens

Wisley

Tel: 01483 224 234, Email: wisley@rhs.org.uk

Hyde Hall

Tel: 01245 400 256, Email: hydehall@rhs.org.uk

Harlow Carr

Tel: 01423 565 418, Email: harlowcarr@rhs.org.uk

Rosemoor

Tel: 01805 626 810, Email: rosemooradmin@rhs.org.uk

Bridgewater

Tel: 0161 503 6110, Email: bridgewater@rhs.org.uk

Insurance

Advice on insurance cover, questions about the extent of cover contact Aon UK Ltd
Tel: 0117 948 5080

Claims

Questions about a claim for those with a policy dated **after 31 January 2019**

Tel: 0344 856 2364 newclaims.liberty@davies-group.com

Questions about a claim for those with a policy dated **pre 2019** please contact NFU Mutual

Tel: 01789 202 526

RHS Affiliated Societies **Information Pack**

Gardening advice

The registered Science & Advice Liaison Contact (SALC) from each Affiliated Society can contact the RHS Advice Service for expert advice and guidance on behalf of the group. The SALC will need to quote your affiliation number.

Tel: 01483 479 700 Email: gardeningadvice@rhs.org.uk

To register your society's SALC if you haven't already done so:

Tel: 01483 226554 Email: affiliated@rhs.org.uk

Speakers and Judges Registers

To search for a speaker or judge, or to add yourself to a list, please visit www.rhs.org.uk/judges-speakers

For medal and show stationery, RHS Horticultural Show Handbook etc.

Tel: 01483 211320; Email: mailorder@rhs.org.uk