

## **The Clan Handbook and Field Guide**

This handbook has been presented in order to inform members as to the proper set up, care, and maintenance of the clan's equipment. In addition, it specifies the proper procedures for tasks and chores that have become a necessity for a successful event and camp experience. Members should have a thorough understanding of the items herein before volunteering or undertaking any task.

While in the field there may be cause to deviate, every attempt should be made to follow the procedures verbatim as they represent the clan's needs and expectations. Please be aware that failure to complete the tasks as written will shorten the life of expensive gear and/or create more work than necessary. When in doubt, seek assistance.

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## **The Job Board**

The Job Board is a dry erase marker board that is set up in a convenient and highly visible area (this is typically on top of the jockey box).

It is stored in the jockey-box compartment of the clan trailer.

The Job Board largely maintained by the Chieftain, clan officer, or designated camp-o-crat.

Taped to the Job Board will be the duty roster listing those responsible for assigned tasks.

All members are expected to check the Job Board periodical to keep aware of their responsibilities. Any person trading tasks with another should note the change on the duty roster.

The Job Board is also the place for any camp member to list any needed supplies using a dry erase marker.

Any person designated to make a town run is to check the Job Board for needed supplies prior to leaving camp.

## Common Area Canopy

The canopies should be set up as soon as possible to provide shelter for people while they set up camp.

One canopy is used to provide shelter for the clan kitchen. The other is used to shelter a dining area.

The canopies are currently stored at Aonghus's shop separate from the trailer and are transported by Brogan's van. Specific request and effort must be made to bring them to an event. Do not assume they will show up at an event automatically.

Each canopy set up requires:

10- 2x2 perimeter poles

2- 2x3 upright poles with metal pins projecting from the top of the pole (pins maybe stored in the tools cabinet)

1- 2x3 ridge pole that is assembled together using 2 beams and wing nuts.

The bolts and wing nuts are stored in a pouch located in the tool cabinet of the kitchen trailer.

10 guy ropes

10 tent stakes.

Locate the pins for the uprights and tap them into the holes drilled at the tope end of the upright pole.

Locate the two halves of the ridge pole and assemble with bolts, wing nuts and fender washers.

The ridge assembly is completed by docking the upright pole pins into the holes drilled into the ends of the ridge pole.

Orient the canopy into its intended position.

Designate one corner of the canvas as your anchor point and take all bearing off of that corner to align the tent.

At the anchor point, set a perimeter pole by pulling the canvas loop affixed to the edge of the canopy through the hole drilled at the top of the perimeter pole. Then tie a guy rope to the loop.

Stake down the free end of the guy rope and repeat the process along one entire side of the canopy, making sure to maintain a straight line with all the guy ropes pulled to equal length.

With the assistance of another, erect the ridge pole being sure to project the upright pins through the peak grommets of the canopy.

This will essentially set up half of the canopy with the other half draping off the ridge pole.

Maneuver the ridgepole so that the erected half of the canopy is taught.

While assistants hold the ridge pole in place, set the other half of the canopy up using the remaining perimeter poles, ropes and stakes. Be sure to keep the canopy taught.

Over time the canopy ropes will settle and loosen. These should be periodically tightened as a loose canopy will cause rain water to pool and belly the canvas thus limiting its water shedding ability and can cause seepage through the canvas.

### Break Down

One canopy section should be left up as long as possible to provide shade for others who are breaking down camp.

To break down a canopy:

Make sure the area under the canopy is free of all debris, equipment and people.

With another's assistance, gently dislodge the ridge pole by swinging the bottom end out in a low arc – keep even with your assistant as uneven movement will damage the poles and upright pins. When the peak is about 5 feet from the ground, undock the upright pins from the peak grommets and keep them clear to avoid tearing the canvas.

With the ridge assembly on the ground, separate the uprights from the ridge poles and remove the upright pins.

Disassemble the two piece ridge-pole and store all loose hardware in the container located in the tool cabinet of the kitchen trailer.

Pull up all the stakes from the ground and knock off as much dirt from them as possible.

Untie all the guy ropes from the canvas loops and coil the ropes neatly.

Fold the canvas tight and neatly. Stack all the perimeter poles, ridge poles, uprights, ropes, and stakes together neatly and leave for Brogan to load on his van. Standby as he may require assistance loading.

## Shower Enclosure

### Set Up

The shower enclosure is made up of:

4 – 2x3 upright posts (stored in the central storage trough of the trailer)

7- Cross-brace assemblies (stored in the central storage trough of the trailer)

1 – Shower fixture (stored in the water heater compartment)

2 – Sections of pipe strapping to hang the shower fixture (stored in tool cabinet)

1 – Canvas privacy curtain (stored in cabinet under the jockey box area)

Bolts, wing nuts, and fender washers (stored in the tool cabinet)

A number of lengths of twine (stored in the tool cabinet)

A sturdy well-built palate to serve as a floor (acquire off site)

### Set Up

Of the four upright posts, two will have fewer notches cut into them. These are the door posts.

Of the 7 cross brace assemblies, 4 will be of one size, 3 will be of another size. The four of one size are for the side walls, the three others serve as the overhead door brace and braces for the rear wall.

On a flat area of ground, assemble the two side walls by fitting the cross braces into the notches in the upright posts and fitting a bolt through the drilled holes, then placing a washer on the bolt and securing the bolt with a wing nut.

It may be necessary to gently tap some of the bolts into place with a hammer – it should require significantly less force than it would to drive a nail. Should a bolt prove difficult to seat, check for play in the cross brace and attempt to align the holes appropriately.

Taking each side wall, tilt them upward so that the door posts are lying on the ground. Tie the two side wall sections together by bolting the rear wall braces into place.

Slide the door brace into position and bolt into place.

You can now stand the shower up and move it to the appropriate area.

Place the palate floor inside the shower being sure that the floor does not wobble.

Using two pipe stays (or pipe strapping) and wood screws, attach the shower fixture to one of the rear upright posts.

You may also wish to fix a pulley to one of the top support braces of the shower to accommodate solar shower bags as a backup should the hot water heater not be in operation.

Affix the privacy curtain by passing lengths of twine through the grommets on the canvas and tying to the upper cross braces of the shower. The privacy wraps from one door post around the side and rear of the shower and up the remaining side to attach to the opposite door post. Use more twine to tie the edges of the privacy curtain to the door posts.

The canvas tends to shrink, so you may need to tug on it to span as far as it needs to.

The shower door is put in place by running a length of twine through the pocket in the top of the door, then tying the ends to the door posts. Tie one side of the door to a door post and leave the other end free to slide open and close. Tie a piece of twine in the grommet of the free side of the door so it may be tied shut while the shower is in use.

Snake the water hoses under the canvas along the rear upright post and attach to the fixture.



**Pipe Stays**



**Pipe Strapping**



**Pulley for Solar Shower Bags**

### Break Down

Cut the twine holding the door and privacy curtain in place. If they are still wet, lay out flat in a sunny spot and let them dry as much as possible, then fold and return them to the sheet wall cabinet on the trailer.

Unscrew the shower fixture and store it in the water heater compartment on the trailer.

Move the shower frame to a flat area of ground and lay it on its side.

Remove the pulley and store with other shower hardware.

Unbolt the cross braces from the upright poles. Store the poles and cross braces in the central storage trough of the trailer. The braces are usually placed in the trough close to last as they are of an irregular shape.

Place all hardware in the appropriate container in the tool cabinet of the kitchen trailer.

## Cooler Set Up

The Clan currently owns one large white cooler and one orange water cooler.

The white cooler is primarily used to keep food items cold and placed in an inconspicuous yet accessible location in the shade.

The orange cooler is for ice water only and is placed on top of the trailer next to the jockey box compartment.

Additional coolers may be available by the donation of other members. The person in charge of cooler set up should lobby and co-ordinate their use.

When multiple coolers are available, they should be categorized and labeled according to their use with a piece of masking or duct tape and a magic marker.

Designate one cooler as a day-board cooler for lunch meats. Make sure everything is in a sealed zip lock bag.

Designate one cooler for dairy. Make sure any cheese is stored in a zip lock bag.

Designate one cooler for fruits and vegetables.

As most people keep their own personal cooler the lowest priority should be set for soft drinks. When a soft drink cooler is designated, single serving cans and bottles are strongly preferred for sanitary reasons.

The Cooler Monitor must make sure they are well iced. In particularly hot weather more ice will be consumed and additional needs should be anticipated.

The Cooler Monitor must also help those who return from a Town Run store the groceries. People returning from a town run are often stressed and in a hurry to get back into the swing of camp.

## **The Grill**

The camp grill is the property of Erlan's and the group's use of it is with her permission. Erlan provides and transports the grill when specifically requested to do so.

### **Set up**

The grill is set on a pivot that allows it to be swung out over the fire.

There are four pieces to the grill that are stored wrapped together in a green plastic tarp and bungee corded. The four parts are the grill itself, the portable hole, the sledge adapter, and the box frame.

The portable hole is a tapered metal spike with a socket that is set into the ground at the edge of the fire pit.

To set the portable hole, place the sledge adapter into the socket and using a sledgehammer, drive the portable hole into the ground.

The portable hole must be set in the ground as vertical as possible otherwise the grill will not be level.

It may be advisable to use the auger to pre-dig the hole in certain soil types before driving the portable hole into the ground. The auger is stored in the central storage trough of the kitchen trailer.

Remove the sledge adapter from the portable hole and slide the grill into the socket. Swing the grill all the way around and check to see that it is level throughout its rotations.

If necessary, shim the portable hole with a few thin wooden stakes to level the grill.

The box frame is typically unused and kept wrapped in the green plastic tarp along with the sledge adapter. Store this tarp behind the woodpile.

### **Breakdown**

Swing the grill over a good fire to burn off as much grease as possible. Remove any stubborn bit of food caught in the grill and scour as necessary after the grill cools.

Remove the grill from the portable hole and pry or dig out the portable hole from the ground. Wrap in the green plastic tarp and consult with Erlan.

## **The Spit**

The clan has two spits, a lighter one suitable for smaller cuts of meats and fowl, and a heavier one suitable for large steamship cuts of beef and hole roast pigs.

Both are stored in the central storage trough of the kitchen trailer.

### Light Spit Set Up

The light spit consists of 5 pieces, two metal uprights, two forks, and the spit.

To set up tap the two uprights into the ground on opposite ends of the cooking fire. Slide the forks onto the main spit and secure, then place the spit over the fire by laying it in the cradle of the uprights.

### Heavy Spit Set Up

The heavy spit consist of 5 pieces, two 2x4 wooden uprights, two forks, and the pipe spit.

To set up, dig two holes on either side of the fire to receive the wooden uprights. Shim the uprights to keep them stable. Slide the forks onto the main spit and secure. Then place the spit over the fire by lying in the cradle of the uprights.

Care must be taken that the wooden uprights to not catch fire. Keep the wood damp and check continually.

### Break down

Allow the spit to burn off any grease over the fire then let it cool.

Remove any stubborn particles of food and clean as necessary.

When clean, store all parts in the central storage trough of the kitchen trailer.

## The “Dishes”

Two people should be assigned to this task.

### Step 1

Immediately after eating, secure any leftovers. Consult with the individuals responsible with the following day’s “day board” and dinner as to what is prudent to save. Plastic-ware and zip-lock bags can be found on the kitchen trailer. Place the leftovers in the appropriately designated cooler.

### Step 2

Doing the dishes is a bit of a misnomer. The prime responsibility in taking care of the dishes is cleaning all cast iron cookware that was used in meal preparation.

Clean the cast iron using soap, water and a soft sponge being sure to remove any foodstuffs. After the cast iron has been cleaned it needs to be thoroughly dried to avoid the pot rusting. This can be done by vigorous hand drying or by placing the pot over a fire till all moisture has steamed away. The same cleaning method applies to the cooking spit. Never leave water in the pot to soak.

**AVOID USING A SCOURING PAD.** Use of a heavy abrasive will remove the oil coating and necessitate the pot being re-seasoned. If you scour the pot you should dry and re-season the pot immediately. Cast iron must be “seasoned” by coating the inside cooking surface with cooking oil and heating the pot till it ceases to smoke.

Should you notice any rust on any cooking surface of the cast iron, pour some Coca Cola (if available) in the pot to loosen the rust and scour the pot with a brillo pad or steel wool. After the rust has been removed, re-season the pot.

After the cookware has been cleaned and dried it must be put back in the designated compartments on the kitchen trailer. Place a pillowcase filled with cat-litter inside one of the pots to absorb any moisture in each compartment. Make sure that the weight of the cast iron is evenly distributed between the port and starboard compartments on the trailer.

### Step 3

The secondary responsibility of doing the “dishes” is cleaning any other cookware, plastic-ware, utensils, serving, and mixing bowls used in feast preparation, as well as all soiled feast gear. All clan owned kitchen gear should be dried and returned to its appropriate storage compartment. Feast gear should be placed in a box or other convenient out-of-the-way location for clan members and guests to reclaim easily.

The appropriate compartments to store gear on the clan’s kitchen trailer are outlined in an inventory list. The list can be found in the “first aid” cabinet, which is located in the front top center of the trailer (above the tongue of the trailer and sliding trap door).

Should you notice a shortage or need of any supply stored on the trailer, make a note of it on the job board.

## **Tiki Torches**

### Set Up

Tiki torch posts are stored in the central long storage trough of the clan trailer.

Tiki torches should be set up in any common area with preference for walkways that would be hazardous at night.

Tiki torches need to be placed far enough away from any structure or equipment so that if the torch were knocked over it would not fall into any flammable object. As a rule of thumb, place the Tiki a distance away equal to the height of the torch plus two feet.

The auger and shovel can be found in the central long storage trough on the trailer.

Bamboo Tiki torches are fairly flimsy and will most likely break if you do not pre-dig a whole. Tiki torches are best planted in firm ground using the auger to dig out the hole in which it is to be placed. If an auger is unavailable a shovel can be used to dig a larger whole then back fill. The depth of the hole should be such that enough of the post of the tiki is buried to keep the torch upright and stable. Small strips of firewood, stakes or sticks can be used to shim the post of the torch and prevent it from wobbling.

Torches may also be set up by pounding a long stake into the ground then sliding the hollow post over it. The stake should be wide enough for a snug fit.

### Filling The Oil Pots

This job should be completed by 3pm.

Locate the pair of rubber gloves in the sink compartment and put them on.

The oil pot is the reservoir where the oil is stored and can be filled with either Kerosene or preferably lamp oil. The oil pots are stored separately from posts. They can be found in a compartment on the trailer in a plastic trash bag. A funnel is also stored with the oil pots.

To fill the pots, gather the pots together on the ground in an area where a spill won't matter.

Unscrew the caps where the wick extends out of the reservoir. It may be possible to press a funnel along side the wick so you don't have to completely remove the wick. Using the funnel, fill the pots being careful not to overfill. You will have to stuff the wick back into the oil reservoir in order to screw the cap back on. Replace the oil pots in the basket of the posts.

The wick of the torch should be neatly trimmed into a cone shape with a bit of the tip snipped off to avoid a smoky flame that produces soot. This is best done with a scissor. The wick should extend no more than one half inch from the cap.

## **Propane Torches**

### Set Up

Propane torch posts are set up by pounding a long stake into the ground then sliding the hollow post over it. The stake should be wide enough for a snug fit.

Slide the basket to the end of the aluminum pole and secure it in place with the bolt at the bottom of the fixture.

Propane canisters, torch heads, and torch grills are stored on the clan trailer; consult the inventory list to find which compartment.

Screw a torch head onto each canister, place in the basket and then put the grill in place.

### Filling Propane Canisters

In the tool cabinet there is a brass fitting that screws onto a 20lb propane barbeque tank. After putting the fitting in place take a 1 lb propane canister and remove the torch head, then screw the tank on to the brass fitting till it is hand tight snug.

Make sure there are no flame sources in the area.

Open the valve on the 20lb tank and turn the tank upside down. Gently rock tank and allow the gas to flow from the large tank to the small for two to three minutes. Close the valve and turn the large tank upright. Remove the 1lb tank and replace the torch head.

NOTE: The same setup can be used to refill Coleman lantern and stove bottles.

To place the propane canister in the tiki, you have to remove the grill, and then place the canister into the basket. Replace the grill, being sure to align the slot in the grill for the control knob that extends from the torch head.

To light the propane torch, open the valve all the way, light the torch, and then adjust the knob till the flame is the desired height. A smaller flame will allow the torch to burn longer before refueling.

Propane bottles and torch heads are stored in the same cabinet as the oil pots, but not in the same bag.

Should you notice a shortage or need of any supply stored on the trailer, make a note of it on the job board.

All the tiki torch posts are stored in the long storage trough that runs down the middle of the trailer. Place the torches in last so heavier objects and poles do not crush them.

## Garbage Detail

### Setup

There are two collapsible garbage pails stored on the trailer in the jockey box compartment. Place one in the food prep area. Place the other wherever prudent.

### Step 1

Early in the morning, police the camp for any and all debris from the previous night. Any stray wine bottles should be placed in a box so that the brewer to whom they belong may reclaim them.

### Step 2

The garbage should be policed:

After the morning clean up

After the day board has been served and cleared away

After the evening meal has been cleared so as not to attract any pests

### Step 3

Always place a new bag in the can after you empty it.

Trash bags are stored on the clan kitchen trailer. Consult the inventory list to find them. The list can be found in the “first aid” cabinet, which is located in the front top center of the trailer (above the tongue of the trailer and sliding trap door).

Should you notice a shortage or need of any supply stored on the trailer, make a note of it on the job board.

## Sheet Wall

Two people are recommended for this job.

The sheets for the sheet wall are stored in the compartments underneath the jockey box. Sheet wall poles are stored in the central long storage trough of the trailer. Twine is stored in the tool and hardware cabinet.

Consult the inventory list to locate the storage areas. The list can be found in the “First Aid” cabinet, which is located in the front top center of the trailer (above the tongue of the trailer and sliding trap door).

Decide where the entrance to camp should be. As a rule of thumb this is usual in the center of any road frontage of the camp. The entrance should be wide enough to let large vehicles pull in and out of camp.

The auger and shovel can be found in the central long storage trough on the trailer.

Using the auger, dig a hole on either side of the entrance. If an auger is unavailable a shovel can be used to dig a larger hole then back fill. The depth of the hole should be such that enough of the poll is buried to keep it upright and stable. Small strips of firewood, stakes or sticks can be used to shim the poll and prevent it from wobbling.

After setting the first poles on either side of the entrance, use a sheet to measure the distance to set the next pole and so on.

Sheet should have a small knot tied in each corner. Using twine, tie each corner of the sheet to the upright poll, leaving enough of a luff in the sheet to bear against strong winds. A green colored sheet should be used on either side on the entrance, and then alternate each section between white and green.

There may not be enough sheets to completely surround the entire camp. A solid row of tents creates its own wall, so spare setting up any sheet behind them unless there are other privacy concerns. The sheet wall need not be continuous. Set up “broken” sections of the sheet wall to cordon off areas where more privacy is desired (i.e. the kitchen area). Consult with the ranking officer for guidance.

If possible and practical, set up a sheet walled area where a vehicle may be unobtrusively parked overnight in the corner of camp.

In particularly high winds, the sheet wall sections should be lowered to avoid tearing and poll damage.

## Break Down

Untie all sheet wall sections, fold then stack. Place the stack into a plastic bag then in to the appropriate compartment on the kitchen trailer. Sheet wall polls are stored on the very bottom of the central long storage trough of the trailer. Remove any other items in the trough if necessary then stack the poles so they are neat and tight.

## **The Camp Gate**

Two people are recommended for this job.

You will need three relatively straight branches of wood. They should be 9 foot or longer in length and an overall average of 3 inches in diameter (Branches are tapered).

Locating the branches is best done in a non-conspicuous wooded area. Cutting wood from a tree that has already fallen is preferable, however make sure no part of the wood is rotted or structurally compromised. You will need a bush saw to cut the branch and prune it. One can be found in the tool and hardware cabinet of the kitchen trailer.

It is usually best to prune the branch first then cut it from the main trunk as it tends to be more stable that way and easier to saw.

The auger and shovel can be found in the central long storage trough on the trailer.

Dig two holes on either side of the entrance to camp using the auger. You will most likely have to auger out a few holes close together to accommodate the diameter of the post. If an auger is unavailable a shovel can be used to dig a larger whole then back fill. The depth of the hole should be such that enough of the post is buried to keep the upright stable. Small strips of firewood, stakes or sticks can be used to shim the post and prevent it from wobbling.

The gate is set up by planting a post on either side of the entrance and then binding the third branch between the two with rope approximately 8 feet high up the posts. It should look roughly like a goal post. Rope can be found in the tool and hardware compartment of the kitchen trailer.

The gate sign is stored on the kitchen trailer in the central long storage trough. The sign is then suspended from the cross bar by rope. Make sure the sign is level by lengthening or shortening the suspending ropes.

### Break Down

Burn or discard the uprights and cross bar. The gate sign is stored on the kitchen trailer in the central long storage trough, be sure to place the sign on top of the sheet-wall and shower polls. Salvage and coil any usable rope and return it to the tool and hardware cabinet.

## Water Hook Up

There are two hose configurations the clan uses. The two configurations are very similar and vary slightly dependant on weather the shower is going to be set up or not. Make sure you are familiar with both sets of instructions before you attempt to set anything up.

The following instructions and considerations apply to both set-up types:

After the kitchen trailer has been placed in its designated area, make sure it has been leveled as much as possible with the back end of the trailer tilted slightly downward. This is to run the path of any leaking water off the back of the trailer rather than seeping forward to the storage compartments.

Consult the inventory list to find all the items outlined below. The list can be found in the “first aid” cabinet, which is located in the front top center of the trailer (above the tongue of the trailer and sliding trap door).

You will need to attach as many lengths of hose as necessary, but as few as possible, to run water to the kitchen trailer. But before you do, you need to identify and sort out the hoses, as there are a few lengths of hose that serve special purposes and should be thoughtfully considered before using them in service to the main water feed.

The water feed hoses are located both in the sink and hot water heater compartments.

**NEVER** pull the hose in an attempt to stretch the length. The rubber and plastic hoses themselves are slightly elastic but are much stronger than the fittings that connect the hoses together or to the main spigot. You will snap the fittings or break the spigot if you pull the hose to the point where you are stretching them out like a rubber band.

**ALWAYS** run the feed hose in as straight a line as possible, removing any kinks in the line.

**DO NOT** use a wrench to tighten hoses or fittings if there are leaks. It is best to replace faulty washers first. New washers are located in a bin in the tool cabinet. Use a wrench **ONLY** as a last resort and always use a minimum amount of force when you do.

The special lengths are identified as follows:

Male-to-Female Gender Converter:

This is a length of hose that is about 1 foot long. It is used as a gender converter as it has a female end on either side of it.

Hot Water Shower Feed Hose

This is much shorter than the other 50-foot lengths of hose and has a splice coupling roughly at mid length. This is used to supply hot water from the trailer to the shower. It is shortened to minimize the time it takes the shower water to heat up.

## The “Basic” Configuration (as used at Cathedral Pines)



“Y” Splitters

Tap into the main water source by attaching a green plastic “Y” splitter to the water spigot (use the cheap plastic one here so our good brass one doesn’t get stolen).

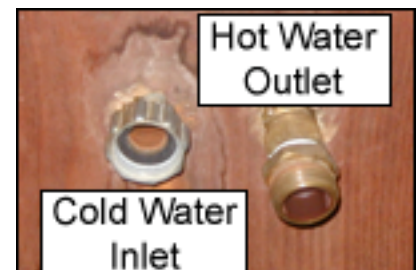
If others have tapped into the spigot before you, daisy chain the “Y” splitters making sure there is always at least one branch free to supply water directly at the spigot site. Make sure you open the branch of the “Y” valve that you hooked into to supply water to our splitter.

Run as much hose as needed in as straight a line as possible towards the trailer.

Standing at the rear of the trailer, you will notice two water connections on the sink side of the trailer.

The connection on the **LEFT** (as you are to the rear of the trailer and looking forward) is the “cold-water feed inlet”. Convert the gender of the water main if needed and connect the water feed to this inlet.

The connection on the **RIGHT** (as you are to the rear of the trailer and looking forward) is the “hot water outlet” for the shower. If no shower is to be set up than this outlet needs to be stopped. Use a brass “shut-off” elbow to stop up the hot water outlet.



Water Connections



Elbow Valve

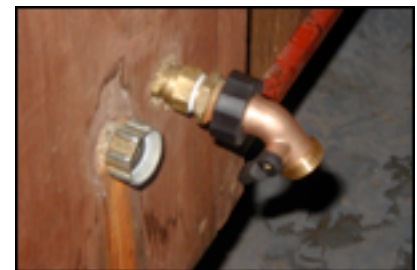
Connect the ribbed sump hose to the sink’s drainpipe (it is usually left connected to the sink but check to be sure). Run the hose out through the hole cut in the trailer floor under the sink and to the designated sump area.

Turn on the cold-water tap at the sink, and then open the valve at the water spigot. Allow all the air to bleed out of the system then shut off the tap.

Turn on the hot water tap at the sink and allow for all the air to bleed out of the system.

Walk along the length of the main water feed hose and assess any leaks. Leakage will reduce the overall water pressure in the system and may cause the water heater to malfunction.

Proceed to the section on “Hot Water Heater Set Up” at this point if you are not setting up the shower.



Elbow Valve Connected to Hot Water Outlet

## The “Shower Feed” Variation (as used at Pennsic)



Follow the basic directions as listed above with the following variations:

When running the main water line, run it towards the shower (or its intended location).

When the hose is just about long enough to reach the shower, add a “Y” splitter.

Connect the “cold water shower feed” hose to one outlet of the splitter and route to the shower; connect the end to the coldwater side of the shower fixture (see the section on shower set up for more detail). Make sure the splitter valve of this feed is in the CLOSED position for the time being.

Connect another length of hose to the remaining splitter outlet and route to the trailer.

Connect the *Hot Water Shower Feed* hose to the outlet and route the hose back along side the water main to the shower.

The shower fixture is stored in the hot water heater compartment. It is affixed to a back corner post of the shower box by means of screws and pipe strapping that are kept in the tool cabinet.

The shower fixture has two inlets, the valves are marked hot and cold. Each inlet has male threads and needs to be converted to female. This is done by using brass male-to-female gender fitting.

In addition, an inline brass shut off valve fitting is attached. So that the water may be shut off and hose removed without having to shut off the main water supply.

Connect the hot water feed hose to the shower fixture and make sure that the shower valves are in the closed position by turning them both counter clockwise.

Go back to the trailer and connect the ribbed sump hose to the sink’s drainpipe. Run the hose out through the hole cut in the trailer floor under the sink and to the designated sump area.

Turn on the cold-water tap at the sink, and then open the valve at the water spigot. Allow enough time for all the air to bleed out of the system then shut off the tap.

Turn on the hot water tap at the sink and allow for all the air to bleed out of the system.



Shower Fixture Detail



Male-to-Female Converter



In-Line Shut Off Valves



In-Line With Converters



Shower Fixture Completed

Open the valve on the “Y” connector that supplies cold water to the shower then bleed the air from the hot and cold water shower feed hoses.

Walk the length of the main water feed hose and assess any leaks. Significant leakage will reduce the water pressure in the system and may cause the water heater to malfunction.

After the system is checked and all is in working order, dig a small trench and bury the hoses near the kitchen area to prevent people from tripping on them.

Proceed to the section on “Hot Water Heater Set Up”

### Break Down

Disconnecting the water supply is one of the last tasks to be performed when breaking down from an event.

It should be done after all people have a reasonable chance to use the sink and shower and after any campfires have been dowsed.

As a precautionary measure, the hot water heater should be disconnected from the propane tank and cold water run through any hot water system and hoses before being disconnected to avoid injury.

Turn off the water supply at the head end and disconnect each section of hose.

Coil each hose so that it will fit neatly into the sink and under-sink compartments.

When coiling, drain as much water as possible from each hose.

If the hoses are muddy, leave one hose connected at the head end and wash them off before storing them.

Pull the drain hose up through the hole in the trailer under the sink, leaving one end attached to the sinks drain pipe if possible and coil neatly in the under-sink compartment.

Do not leave any fittings attached to the hoses if possible. “Y” splitters, valves and gender converters should be stored in a bin in the tool cabinet.

Consult the inventory list to locate the storage areas. The list can be found in the “First Aid” cabinet, which is located in the front top center of the trailer (above the tongue of the trailer and sliding trap door).

## **Hot Water Heater Set Up and Operation**

Open the water heater compartment and the adjacent under-sink compartment.

Snake the metallic gray propane hose through the hole cut in the floor of the trailer under the sink.

Connect a 20 lbs standard barbeque gas tank to the fitting. The propane tanks are stored both in the jockey box compartments and the CO2 cabinet.

The gas line has a fuel gauge located at its connections point to the gas tank. When connected, turn the valve on the tank on and the gauge should register “green” indicating a sufficient supply of propane. If the gauge registers yellow the tank is extremely low and will need refilling soon. If red, the tank is empty and you should swap the tank for a full one.

If any of the propane tanks needs refilling make a note of it on the job board for the next town-run.

Closely follow the directions printed on the water heater to light the pilot light and prime it for operation.

Note that the spark igniter dial that lights the pilot requires a quick snap of the wrist to generate enough of a spark for ignition.

Once the pilot light stays lit on it’s own, turn on the hot water at the sink and let it run a few moments. You should hear the heater kick on with a “WOOOF” and the water should turn hot in a few seconds.

If the shower has been set up, check to see that hot water flows to the shower head by opening the hot water valve of the shower fixture. It usually takes a few moments for the water to run through the hose and turn hot at the showerhead.

### Break Down

Close the valve on the propane tank and then turn on the hot water at the sink. This will expend as much residual gas in the system as possible.

Disconnect the gas line and pull it up through the hole in the trailer floor.

Store the propane tanks in the CO2 cabinet and in the jockey box cabinet on the trailer.

Ideally, the propane tanks should be stored empty.

## **Fire Pit**

### Set Up

You will need:

2 wooden or metal stakes with a two-foot section of twine tied between them. (Twine is stored in the tool cabinet, improvise for the stakes)

An old tarp (stored in the cabinet under the jockey box) or wheelbarrow

A shovel (stored in the central storage trough of the kitchen trailer)

The fire pit must be placed in an area to allow a minimum of 10 feet of distance between its perimeter and any tent or structure.

Locate the center of the fire pit and tap one of the stakes into the ground just enough to be stable. Stretch the twine taught and use the other stake as a compass point to mark out a perfect circle.

Use the shovel to dig out the sod from the perimeter of the pit first. Then scoop out the middle.

Place the sod in a wheel barrow or on a tarp and bring it to the edge of camp to pile neatly. (Its better to make several smaller trips with less dirt than to over exert yourself – dirt and sod are heavy!)

Ideally, the dirt and sod should be piled behind the area designated to stack firewood.

After removing the sod, dig out the earth from the pit to a depth of 6 to 8 inches.

Pile the dirt separately from the sod if possible.

Some of the excavated dirt and sod can be used to fill in small holes or ruts around camp, or to level off the shower area if need be, however the majority of the earth will be needed to refill the pit at break down.

If a tarp is available, cover the pile of dirt and sod.

The shovel should be kept near the dirt mound at this point rather than back on the trailer.

### **The “Keyhole” Fire Pit**

If desired, a “keyhole” fire pit may be set up by digging an additional 2 x 3 foot rectangular extension off of the circular fire pit.

The keyhole fire pit is ideal for grill and spit cooking as a large fire of fresh wood is burned in the main circular portion of the pit, with hot coals being raked into the rectangular section for cooking.

*See the sections on Grill and Spit set up if needed.*

### Break Down

After all paper garbage and scrap wood has been burned, dowse the fire pit area and stir the ashes. If an ash can has been provided, dig out the ashes before refilling the pit.

Pile up dirt in a wheel barrow or on a tarp and dump the dirt back in to the fire pit. (Its better to make several smaller trips with less dirt than to over exert yourself – dirt and sod are heavy!)

Use the shovel to even out the dirt, then place the sod back in the pit as best as you can.

Return the shovel to the central storage trough of the trailer.

Fold up the tarp and store in the compartment under the jockey box on the trailer.

## Firewood

A significant amount of firewood is required by the clan to provide atmosphere, warmth, and to cook with. The typical firewood consumed during an event will depend on how much cooking is to be done, how cold it is, and how many camp fires are required.

NOTE: The Clan specifically needs hardwood to cook over. Pine and old construction lumber is unsuitable! Most firewood is generally understood to be hardwood but don't take it for granted when obtaining it.

The following is a rough guide:

At Pennsic the clan typically consumes 2 cords of wood. It is ordered and delivered by Richert Fire wood. There is a significant amount of lead time in the delivery as many groups will be scrambling to ordering wood right away. For this reason, the wood should be ordered early, but its delivery should be scheduled to arrive after all the tent plots have been staked out, so that the fire wood is not piled in a space needed for tents. They do not deliver wood on Sundays, so delivery should be scheduled for either Saturday (which would require a strong co-ordination effort) or for Monday (which would allow for a more relaxed set up pace- the down side being there wont be any campfire till then).

### Richert's Fire Wood

(xxx) xxx-xxxx

They do not sell wood by the cord but rather by the truck load. Three? large loads should provide plenty of wood for the duration of Pennsic.

At Samhain and Beltaine the clan typically consumes a cord of wood. It is ordered and delivered by "Out on a Limb" tree service. YOU MUST CALL AT LEAST TWO WEEKS IN ADVANCE TO SCHEDULE DELIVERY. They typically have a machine answering the phone during normal business hours, but leave a detailed message and they will get back to you.

When leaving a message, ask specifically if they have a load of hardwood that can be delivered by the evening of the first Friday of the event at the latest.

If you do not get a solid "YES" for an answer in a timely manner, find another place that will deliver or arrange picking it up from another local supplier.

### Out On A Limb Tree Service

(xxx) xxx-xxxx

They sell wood by the truck load. We typically have been consuming a load and a half by their measure.

If there is a shortage of firewood, scour the other camps for unburned wood. If this is insufficient, inform the Chieftain. And ask him to command everyone available to scatter and collect what ever firewood they can find from the forest floor. This will be fine as far as providing a fire for warmth or atmosphere but will be woefully deficient for a cooking fire as the found wood will be irregular and of poor quality.

At this point, it is best to run to a local supermarket and acquire as many bags of charcoal briquettes as may be needed to cook with (2 large bags should be fine but as many as 4 may be necessary). If available, real hardwood charcoal is preferable but more expensive.

### **Fire Wood Stacking and Placement**

Firewood is stacked neatly no higher than four feet tall to minimize the amount of space needed to store it and to facilitate keeping the wood dry. Smaller pieces of kindling and dry bark should be sorted separately for easy accessibility.

A tarp should be handy to cover the wood in particularly inclement weather. It is especially important to keep kindling dry.

The location of the woodpile will be designated by the camp-o-crat. Otherwise, the woodpile should be placed in an area that is easily accessible to the fire pit but out of the way of the flow of foot traffic. It should be a minimum of 10 feet from the fire pit or any other flame source.

All those present in camp that do not have more pressing clan tasks to complete at the time of fire wood delivery are expected to help stack firewood in the spot designated by the camp-o-crat. Enlist the aid of an officer to motivate people to the task.

## **Fire Building / Tending**

Our campfire has three primary uses, for cooking, warmth and atmosphere.

A fire tended is designated to facilitate cooking. The fire tender needs to maintain fire as long as is required by the cooks. Ideally a fire should be built at least an hour before the cooks need it so a good supply of coals is available.

After cooking is completed, the fire is generally maintained by whoever is sitting around it.

To build a suitable cooking fire you will first need to build a foundation fire.

Have the fire pit ready before you begin - dig out and excess of ash from previous fires in the pit.

Have a big handful of tinder ready (i.e. shredded paper or cotton char) if it's raining, keep the tinder in your pocket to keep it dry till you're absolutely ready to use it.

You will also need two large handfuls of kindling standing by – the dryer the better.

Kneel with the wind at your back, take three small sticks about a foot long and lay them out flat in the pit to form a triangle.

Make a small tee-pee with the thinnest sticks you have using the triangle on the ground as a frame. Try to place these sticks as close together as possible in a straight line leaving as little gap as possible... but do not heap the sticks on top of each other in a pile as that will choke the air flow.

Leave one side of your tee-pee open to stuff your tinder in the center of the tee-pee.

If it is raining, lean over the tee-pee before you place your tinder and use your body to shelter the foundation from the rain.

Light the tinder and close up the side you left open with more small sticks.

Blow gently at base of fire to increase the flame... add pieces of tinder gently till the flame is fairly strong.

Add pieces of kindling, one by one, placing lightly where the flame is best, starting with the small pieces and gradually adding larger ones, continuing the tee-pee shape. Increase the diameter of the piece you add extremely gradually.

When the fire is going well, begin to build a "log cabin" around the fire by placing a log on either side of the foundation fire. Then place a layer of logs across these two logs (like a log cabin). Continue to build in height as needed. About 2 feet high is a fair height to maintain for a cook fire.

This type of fire will burn fairly long and produce a good amount of coals. It should also burn fairly completely with a minimum of attendance.

## **Pennsic Specific Procedures**

### **Things to Bring**

In addition to your regular gear those showing for land grab should have:

- This Handbook
- Work gloves
- At least 1 gallon of cool drinking water
- A few bottles of Gatorade
- A bag of pretzels

The Land Agent / Camp-o-crat will need:

- All paperwork as demanded of the Pennsic Land Office
- A roster of those attending with tent sizes arrival dates, home and cell phone numbers
- Several copies of the duty roster
- A field measuring tape
- Duct tape
- Several rolls of high visibility twine
- A sharpie marker
- Several dry erase markers
- A supply of wooden stakes to mark boundaries
- A Hatchet

## **Land Grab**

The Clan's land agent will be busy negotiating with other groups assigned to the same land block for the establishment of camp boundaries.

This can be a long, tedious, and at times adversarial process. Plan ahead and have plenty of drinking water and light snacks available.

It is the land agents job to be assertive, polite, and ready to take any matter as far as it needs to be taken to adequately provide for the clans spatial needs for camp.

It is extremely important that the land agent be given as much support as possible and as little unnecessary stress as possible. Your assistance and patience will help keep the land agent on top of his game to better provide for the group.

The process usually starts up at the "barn" where all the land agents congregate and get instructions from the land staff then proceeds to the area assigned to the group for boundary negotiation, and then returns back to the barn for final approval. After final approval, you will be issued a pass and permitted to retrieve your vehicle from the parking lot to set up camp.

Clan Members and any others who are camping with the group that are there early enough at Pennsic for land grab should make an attempt to stay at a respectful yet accessible distance from any negotiations throughout the duration of the process.

Staying together as a group will give the land agent a slight psychological edge in negotiations.

You should stand ready to help the land agent in measuring or marking the land block boundaries.

Otherwise remain together in a decent shady spot so the land agent knows where to find you.

## **Initial Camp Arrival**

After final approval the land agent will be issued passes for all in attendance to allow vehicles down to the camp to unload and set up. Make sure you remain accessible when the passes are distributed.

Drive down to camp and park just inside the camp boundary allowing as much access to other members as possible.

The clan member in charge of camp set up will need some time to adjust the general camp layout. Standby patiently while this happens.

Unless otherwise instructed, the first items of placement are the clan kitchen trailer and the common area canopies.

After these are set up, the camp-o-crat may need additional time to work out personal tent placements. Inform the camp-o-crat of any special needs or considerations but then leave the camp-o-crat to the work. This is not an easy job and it requires a lot of thought, planning, and adjustment.

While this is happening, a volunteer should be setting up the water cooler to keep everyone well hydrated.

Bear in mind that the camp-o-crat is just as eager to have everyone set up as you are to be set up if not more so.

Bear in mind that you most likely will not get an ideal spot to set up your tent. Space is limited and the camp-o-crat must do what is practical and best for the greater camp interest as well as accommodate each individual.

## **General order of Camp Set up:**

Place Kitchen and designate shower area.

To be done by all at the direction of the camp-o-crat.

Set up Common Area Canopies

To be done by all at the direction of the camp-o-crat.

Set up water cooler and fill with water and ice

To be done by a volunteer or person designated by the camp-o-crat.

Assign areas for tents of land grab crew.

You may pull your vehicle to a spot convenient to unload. Please allow those furthest set back into camp to pull their vehicles in first. It is advisable to help those set back furthest to set up their tents first to allow other tents to take their bearings off of them. Tents must be set up 10 feet from a fire pit, 1 1/2 feet from the camp boundary line, and 3 feet away from all other tents and structures, but are permitted to cross guy lines. Keep the layout of tents as straight as possible and as vehicle accessible as possible. Note that mundane tents will be grouped in an area to keep them as unobtrusive as possible.

Erect shower

To be done by the volunteer designated at the planning meeting in the spot designated by the camp-o-crat. A sturdy palate with closely spaced planks will need to be acquired to serve as a shower floor.

Water hookup for kitchen and shower

Also involves setting up the hot water heater and gas tank.

To be done by the volunteer designated at the planning meeting in the spot designated by the camp-o-crat.

Dig Sump pit / run drain hose

Depending on the landscape, a sump pit may not have to be dug. Otherwise, a hole 3' x 3' x 3' should be dug to allow wastewater from the kitchen to drain into. A separate sump may also be needed for the shower. Mark pit for safety.

Sheet wall

To be set up by the volunteers designated at the planning meeting. See the Handbook Section for set up specifications and instructions.

Gate

To be set up by the volunteers designated at the planning meeting. See the Handbook Section for set up specifications and instructions.

### Tiki torch placement

To be set up the volunteer designated at the planning meeting. See the Handbook Section for set up specifications and instructions.

### Dig Fire Pit

To be set up the volunteer designated at the planning meeting in the area assigned by the camp-o-crat. See the Handbook Section for set up specifications and instructions.

### Order Firewood

To be set up the volunteer designated at the planning meeting. Firewood must be ordered and its delivery coordinated to arrive after all the tent plots have been assigned. Note that there is a significant lag in delivery time.

The clan typically consumes roughly 2 cords of wood at Pennsic.

### Set up Grill and Cooking Spit

To be set up the volunteer designated at the planning meeting. The grill is in Eran's care. The cooking spit is on the trailer. Take special care to set them up as level as possible. This has been especially problematic with the grill set up.

### Cooler set up

Coolers should be set up in a shaded and accessible area. One cooler should be designated for beverages only and no other foodstuffs should be placed into it. One cooler should be set up for feast meats, one for vegetables, and one for day-board items. Each cooler must be clearly marked with masking or duct tape and a sharpie marker.

### Mark out remaining tent plots

To be done under the direction of the camp-o-crat and assisted by all present. The remaining parcels of land will be assigned for later arrivals. Each plot will be measured, marked, and labeled appropriately.

### Stack Firewood

All those present in camp that do not have more pressing clan tasks to complete at the time of fire wood delivery are expected to help stack firewood in the spot designated by the camp-o-crat.

### Assemble Great Table

All those with table sections are to assemble and place them in the common area, arrainging them into a horseshoe shape. Please read the section on table etiquette.