



EVENT PLANNING TOOLKIT



Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government



The information provided in this Toolkit is intended to support the Welsh Government Visit Leader Training for Lecturers in FE, Module 6, Collaborative Events.

Each area within the Toolkit provides examples of considerations for organisers when planning activity and links to useful resources.

Please note that this information is intended as supporting guidance and should not be viewed as replacing any statutory requirements or existing NGB, sport specific or FE college requirements.



Organisation of Events / Tournaments to include:

- ✓ Logistics and Planning
- ✓ Roles and Responsibilities
- ✓ First Aid Provision
- ✓ Partnerships and Collaborative Working
- ✓ Health and Safety
- ✓ Safeguarding and Child Protection
- ✓ Event / Public Liability Insurance



Logistics and Planning

to include Finance, Publicity, and Entry Systems

The who, what, where and when should include:

- ✓ Decisions around the drawing up of the event plan*, meeting/event manager, venue, timings (plus contingencies), entry systems and marketing
- ✓ Partnerships with 3rd parties (NGBs/independent coaches/officials)
- ✓ Volunteer involvement/management/briefings. Competition format and rules



[1. Sport Wales Clubs Solutions – Managing Events](#)



[2. Sample Athletics Event Plan](#)



[3. Sample Netball Event Plan](#)

Roles and Responsibilities

- ✓ Responsibilities for event staff and volunteers – not college competitors
- ✓ Transport to event, supervision of participants (ratios of staff to students)
- ✓ Recommendation that meeting/event manager NOT responsible for students
- ✓ Additional guidance around overnight stays



First Aid Provision

- ✓ Level of cover (recommendations), i.e. basic first aid, paramedic cover (including ambulance provision), numbers of practitioners
- ✓ Contingency planning. List of approved providers *



5. Sample Event Medical, Ambulance and First Aid Plan

Partnerships and Collaborative Working

- ✓ Is this a partnership event - is there involvement from national governing bodies, Welsh Colleges Sport, AoC?
- ✓ Points of contact, levels of support, division of labour

Health and Safety

- ✓ Responsibility for preparation of a dynamic risk assessment *, who this needs to be shared with
- ✓ Links to permitting systems, use of local authority venues (events over 500+ will need Safety Advisory Group involvement)



[6. Sample Risk Assessment for Cross Country](#)



[7. Sample Risk Assessment for Grass Pitches](#)

Safeguarding and Child Protection

16 / 17 Year Olds / Adults

- ✓ Which policies and procedures will cover the event? AoC *
- ✓ Who leads on safeguarding / welfare issues (event manager?). Reporting template *



8. AoC Sport Safeguarding Policy - Adults



9. AoC Sport Safeguarding Policy - Children and Young People Pt 1



10. AoC Sport Safeguarding Policy - Children and Young People Pt 2



11. AoC Safeguarding Incident Reporting Form - Adult



12. AoC Safeguarding Incident Reporting Form - Young Person



13. Sample Child Safeguarding Process Flow Chart

Event / Public Liability Insurance

- ✓ Where is the event to be held? College campus? Does the college policy cover you?
- ✓ University or local authority site likely to require proof of cover (sometimes up to £10m)
- ✓ What cover is available through Welsh Colleges Sport, AoC Sport, national governing bodies?
- ✓ Cancellation costs need to be considered if at a third-party venue. Are you liable for venue hire (or other costs) in the event of cancellation?



Chwaraeon
Colegau Cymru
Colleges Wales
Sport

Further Information

Rob Baynham
Sport and Active Wellbeing Project Manager

Rob.Baynham@ColegauCymru.ac.uk

sport.colleges.wales



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