

# Event Planning



# Planning Your Event: Key Questions

The “Who, What, Where and When”

- What is the competition format and rules?
- How will it be advertised and marketed?
- Will you need support from a sport's national governing body (NGB)?
- How will you recruit volunteer support and officials?
- Will participants/staff need overnight stays?

# First Steps

- Draw up your event plan
- Appoint a Meeting/Event Manager (this should NOT be someone with another role at the event or with a participating college/centre)
- Decide on a venue
- Select a suitable date (and contingencies for postponement)
- Work out the event timetable and start/finish times (and contingencies for unforeseen circumstances on the day)
- Work out how many people could be in attendance: (participants, staff, officials, spectators)
- Decide on level of First Aid cover required

# Event Planning

- Sample event plans and further information are included within the [Toolkit](#)



- Remember – your Event Manager should have no additional responsibilities on the day – this allows them to 'float' and troubleshoot effectively (an assistant is also good practice)

# Choice of Venue 1

- Simplest choice of venue is a college facility, you will need to think about whether this can accommodate the event and the numbers involved

Benefits include that you are likely to be covered by existing Public Liability Insurance, guidance and templates around risk assessment and safeguarding provision, it also has cost implications (likely to be most cost effective).

# Choice of Venue 2

- Alternative may be a club, local authority or university site

Benefits include that these may offer specialist facilities and playing surfaces. They may also be able to cater for larger numbers.

Negatives include that you are unlikely to be covered by existing Public Liability Insurance, you will be expected to prepare your own risk assessment, as well as providing your event (and possibly a Medical Plan well in advance), it also has cost implications (likely to be more expensive and you may need cancellation insurance).

Local authority bookings for 500+ also need to go through a Safety Advisory Group for approval.

# Levels of First Aid / Medical Cover 1

The most basic (suitable for most events) are voluntary organisations (St John's Ambulance and Red Cross are the best known):

[St. John's Ambulance Cymru](#)

[Red Cross](#)

# Levels of First Aid / Medical Cover 2

- The next level up are accredited teams of first responders. These will offer a higher level of skill and expertise as well as specialist vehicles with the ability to cover events in a variety of environments:

## Pegasus Ambulance Service

[pegasusambulanceservice@hotmail.com](mailto:pegasusambulanceservice@hotmail.com)

- The highest level of cover is provided by paramedics, with all the abilities and levels of expertise you would expect:

Your provider should also assist with OR prepare a Medical Plan which you have to provide



# Support for your Event / Tournament

- Who do you need to talk to within your college, could be line manager, health & safety manager, safeguarding lead or SLT
- Welsh Colleges Sport can provide help, support and assistance
- Association Of Colleges (AoC) Sport may also assist, especially when your event is a qualifier for progress to National competition
- The Sport's NGB may be another useful source of information, they may also provide direct support, assistance around recruitment of qualified officials, guidance around results software

# Health and Safety and Assessing Risk

- Your college Health and Safety Team will provide invaluable help and guidance
- They can also provide templates for preparing a detailed risk assessment as well as advice around insurance
- For events not on college campuses, they will also assist and guide as well as liaising with third party providers on your behalf

Third party providers will need to see evidence of insurance cover, they will often require at least £10m in Public Liability Insurance

# Safeguarding 1

- Your college Safeguarding Lead will provide guidance in this area
- If your event is on college premises, you must follow college policies and procedures in this area
- Remember that you will need to look at BOTH child protection documents AND adult safeguarding processes
- Most policy documents will have useful one-page flow-charts which will guide you through potential concerns/incidents

Sample documents/flow charts are included in the [Toolkit](#)

# Safeguarding 2

- If your event is NOT on college premises then you need to follow the organisers' policies and procedures in this area
- Remember that you will need to look at BOTH child protection documents AND adult safeguarding processes
- Most policy documents will have useful one-page flow-charts which will guide you through potential concerns/incidents

Sample documents/flow charts are included in the [Toolkit](#)

# Safeguarding 3

- Child Protection and Safeguarding additional information and guidance: [NSPCC Child Protection in Sport Unit](#)
- Adult Safeguarding: [Ann Craft Trust](#)

These will provide a huge amount of help and guidance as well as downloadable resources

Finally, remember to...



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