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## Factsheet:

### 17: Running a Club Event

*Last updated: January 2022*

*Last reviewed: January 2022*

#### 1. Overview:

This factsheet details the requirements needed to run a club event. It cross-references to a number of other factsheets that provide more information for specific events such as nights away or adventurous activities but also provides information of the requirements when organising a simple weekly social.

#### 2. What events can we do?:

One thing that makes SSAGO clubs quite different from other societies at many universities is the vast array of events they can and do put on. Quite simply as long as the activity does not appear on the list of banned activities (see 'Banned Activities' factsheet), and does not provide a huge risk to participants then you can do the event. Clubs can try their hand at anything from abseiling, canoeing and rock-climbing to bingo, yoga and cooking! All you need is a little imagination and you're away!

There are a few regulations that need to be followed to run an event; these are briefly detailed below. Preparation and planning are very important to run successful club events. Making a detailed plan of an event is essential and this plan should be adhered to unless it is not working. Remember; if you fail to prepare you prepare to fail!

#### 3. What paperwork needs to be done?:

Every event must be risk assessed (see 'Risk assessing an evening' factsheet for guidance on how to complete a risk assessment). This must be done prior to an event and held safely. The SSAGO executive committee may ask to see a risk assessment for any event at any point in the year to ensure they are being completed. Some Student Unions require a risk assessment to be submitted before an event goes ahead. If an event is held on someone else's premise and is run by that someone else they should have the necessary risk assessments in place (such as going to a climbing centre for instruction by their instructors).

If an event involves a night away a Nights Away Notification form must be completed and submitted to the SSAGO Exec seven days prior to departure. Please follow the guidelines given in the 'Taking your club away' factsheet.

If an event is classed by the Scout Association as an 'Adventurous Activity' in Chapter 9 of POR then an Adventurous Activity Notification form must be submitted to SSAGO prior to the event taking place. Please see definitions and follow the guidelines give in the 'Doing Adventurous Activities' factsheet.

If the event involves over a 100 people attending then it's classed as a large event and a large event notification must be submitted 3 months in advance. See the "Activity Guidelines & Nights Away" policy for details of this.

#### **4. First Aid Provisions:**

All events must have an allocated first aider present. This person should carry the necessary equipment (First Aid Kit etc.) to fulfill this role.

If an event is being run on someone else's premises by that someone else they should provide the first aid cover (e.g. a trip to a Theme Park or a climbing centre where centre instructors are used). Your students union may also provide first aid cover for events run on their premises.

#### **5. An 'InTouch' System**

Every event must have an 'InTouch' system in place in order to contact participants' next of kin in case of emergency and for the next of kin to be able to contact those taking part. This will vary depending on the event.

For an evening in a local scout hut doing craft it may be that a member of the club executive is given the role of accessing the emergency contact details on the website for all in attendance and will act as the contact should the necessity arise. For some events you may need to bring a hard copy. It may be suggested that parents and friends of those participating in this event can contact them directly in the case of an emergency at home etc rather than going through a third party. For a weekend away it may be decided that a third party, not associated with the group, is given emergency details of all present and acts as a designated contact in the case of emergency.

It is up to a club executive committee to decide the InTouch system for their events. This may remain the same week in week out, or vary according to activity. Participants should be informed if a Third Party is to be used to make contact with them so as they can pass the necessary contact details to next of kin/friends as necessary.

The SSAGO executive committee may ask at any point in time to know what InTouch system is being used for an event to ensure it has been properly organised. For more information about the 'InTouch' system and requirements please see the 'InTouch' policy document in the resources section of the SSAGO website.

#### **6. A few final pointers**

- 1) Give members plenty of notice of events especially if they are required to book

places. Keep reminding members of the event to get them to attend. With university/college life being so busy people forget about events they are not reminded about.

- 2) Have a regular and known method of communication, be this a weekly email, text, Facebook, Twitter or text, updates on a website or notices placed on a board within your Students' Union. Having a standard method ensures members know when and where to look for information each week.
- 3) Ensure those running the events are the first to turn up. It looks bad if they are late for no apparent reason. If they are late, have a Plan B!
- 4) The club executive committee does not have to run every single club event. If they wish to put it out to members to organise a few events or someone offers to run an event, as long as all the paperwork is completed and rules followed, anyone can organise an event! This may be especially helpful at exam times or deadlines that some may have and others do not.
- 5) Regardless of who is organising an event the whole club executive committee should know at least some basic details of what is going on (even if it is just time and location of meeting point). Nothing looks worse for an exec than half not having a clue what is going on!