

Policy Document:

National Events

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1. Overview:

- 1.1. National Events may be organised by SSAGO Clubs or groups of individuals on behalf of national SSAGO. They do not own the event and ultimate responsibility of the event falls to the national SSAGO Executive Committee (SSAGO Exec).
- 1.2. This document outlines the key requirements national SSAGO events must meet and should be read in conjunction with the SSAGO Constitution.

2. Event Types:

- 2.1. There are five types of national events:
 - 2.1.1. Rally - a national SSAGO camp.
 - 2.1.2. Ball - a national SSAGO formal dinner.
 - 2.1.3. Witan - a national SSAGO international trip.
 - 2.1.4. Reunion - a national SSAGO and SAGGA camp.
 - 2.1.5. Other - all other national events.
- 2.2. Rallies and Balls are bid for as outlined in the SSAGO Constitution. Witans, Reunions and other events are organised at the discretion of the SSAGO Exec.

3. Role of the SSAGO Exec:

- 3.1. The responsibility of the SSAGO Exec is to oversee and support all national events, ensuring they are safe, financially viable and successful. They are there to safeguard SSAGO's investment into national events.
- 3.2. The aim of the SSAGO Exec is not to be obstructive and they should generally monitor the events planning and not impose any personal preference on the event.
- 3.3. During a meeting the Events Officer or any member of the National Exec may defer a decision to a vote at the National Exec meeting.
- 3.4. The SSAGO Exec should regularly review the decisions of any National Event and may, by majority vote, intervene when they feel a decision is not inline with SSAGO's aims and obligations and/or threatens the viability of the event, SSAGO's finances, reputation or puts member's at risk.
- 3.5. The Events Officer acts as a continuous point of contact between event committees and National Execs.

4. Event Committees:

- 4.1. Rallies, Balls, Witans and Reunions must have an organising committee, comprising of at least a Chair, Secretary and Treasurer. In addition to these, they may have as many other committee positions as desired to ensure the smooth, efficient and safe running of the event.
- 4.2. The Chair is responsible for:
 - 4.2.1. Ultimately overseeing and running the event.
 - 4.2.2. Ensuring all necessary paperwork is completed and submitted.
 - 4.2.3. Ensuring good communication with the SSAGO Exec.
 - 4.2.4. Ensuring all committee members are performing their relevant tasks.
- 4.3. The Secretary is responsible for:
 - 4.3.1. Taking minutes and organising committee meetings.
 - 4.3.2. Ensuring these minutes are available to the SSAGO Exec.
- 4.4. The Treasurer is responsible for:
 - 4.4.1. Creating the event budget in line with this document.
 - 4.4.2. Ensuring the budget and event accounts are kept up to date.
 - 4.4.3. Keeping participant payments up to date on the booking system.
 - 4.4.4. Approving and rejecting expenditure related to the event.
- 4.5. If any member of an event organising committee is not conforming to the requirements laid out in this policy document or fulfilling their role, it is the responsibility of the event Chair to take necessary action. If the event Chair is not fulfilling their role, it is the responsibility of the National Exec to take necessary action.
- 4.6. How other national events are organised is at the discretion of the SSAGO Exec. They are not required to have a committee.
- 4.7. Event organisers should provide an update of how their event is progressing at each meeting of the SSAGO Representative Committee.
- 4.8. All event committee members must be registered as members of the SSAGO SASU and complete the necessary Safety, Safeguarding and GDPR training and DBS checks.

5. Communication with the SSAGO Exec:

- 5.1. It is imperative that excellent communication occurs between the SSAGO Exec and the event committee. It is the responsibility of both parties to ensure this communication occurs.
- 5.2. The main point of contact between national events and the SSAGO Exec should be the Events Officer via events@ssago.org unless otherwise stated.
- 5.3. The minutes of all national event committee meetings should be emailed to the SSAGO Exec via events@ssago.org.
- 5.4. Any decisions made between the SSAGO Exec and national events should be put into writing and shared between the event organisers and SSAGO Exec.

- 5.5. If any disputes or issues arise between the event committee and any member of the SSAGO Exec these should be taken to the SSAGO Exec as a whole.
- 5.6. Joint meetings should be held between the SSAGO Exec and the Event Committee a minimum of every four months, further meetings can be called at any time by either party. Events must have a Getting Started meeting with the SSAGO Exec within one month of the event being selected.

6. Event Finance:

- 6.1. All national events are required to have a budget which must cover all costs related to the event and should keep at least 5% of gross revenue as contingency. It is the responsibility of the event organisers to keep their own accounts with receipts.
- 6.2. The SSAGO Exec must always have access to the most up to date event accounts and budget, which will be checked by the National Treasurer. Copies of all past approved budgets should be kept for records.
- 6.3. Event organisers must have completed their final budget and accounts, and have made all necessary payments within two months after the conclusion of their event, unless otherwise agreed by the National Exec. After this point, all unclaimed expenditure will need to be claimed through the National Treasurer.
- 6.4. The final event budget and accounts with all receipts should be submitted to the SSAGO Exec for examining via events@ssago.org.
- 6.5. All surplus or loss made by an event belongs to the SSAGO and not the organising club or event. It is not the purpose of national events to make a profit, all surplus at the end of an event must be invested back into the organisation with 50% going to the Development Fund and 50% to the Main Account.
- 6.6. Rallies should budget a minimum of £7 per person for expenditure on food. The value of in-kind donations may be counted towards this budget.

7. Event Bank Accounts:

- 7.1. SSAGO will hold a minimum of six separate bank accounts for Witan, Reunion, Ball and each Rally.
- 7.2. Subject to budget approval events may gain online access to their bank accounts:
 - 7.2.1. Rallies - at least one Rally prior to their event taking place. providing their budget has been approved.
 - 7.2.2. Balls - at least two rallies prior to their event taking place.
 - 7.2.3. Witan and Reunions - at least 12 months prior to their event taking place.
- 7.3. Three members of the committee will be given access to the event account, unless otherwise agreed with the National Exec this will be the Chair, Secretary and Treasurer.
- 7.4. Other national events may request the use of a bank account. Access may be provided at the discretion of the SSAGO Exec.

8. Deposits and Loans:

- 8.1. If an event is required to pay a deposit before they have taken in sufficient funds from participant fees, then the event organisers may request a loan from the SSAGO Exec to cover the costs. This loan must be paid directly either into the event bank account or to the service provider.
- 8.2. Money loaned to an event should be returned to SSAGO in line with the conditions set out on the loans approval, or as otherwise agreed with the Exec. If an event is unable to repay the loan at the appropriate time they should inform the National Executive as to why they are unable to repay it.

9. National Event Fees:

- 9.1. The maximum base fees for attending Rally must begin at £32.50 and increase to a maximum of £35.50 and £37.50 for those who book after the specified cut off dates. This is to be reviewed at each Handover. This may be raised in line with inflation. Rally committees are responsible for setting the cut off dates for the increases in prices, but it is expected that the base option will be available for a suitable length of time to allow the majority of members to book on at this price.
- 9.2. The base participant fees for attending all other national events are set by the event organisers and must be approved by the SSAGO Exec.
- 9.3. National events may apply additional charges for specific accommodation options and merchandise. Such charges should be made clear at the time of booking.
- 9.4. If an event needs to raise their base participant fees to make the event financially viable, then this must be done with the approval of the SSAGO Exec and before booking opens.

10. Booking System:

- 10.1. Bookings for all national events must take place on the SSAGO events system. No other method of booking participants may be used.
- 10.2. Event organisers should liaise with the SSAGO Webmaster to gain access to the events system. It is the responsibility of event organisers to set up their event and populate it with information and content.
- 10.3. National events cannot open booking without approval from the SSAGO Exec.
- 10.4. Rallies, Balls, Witans and Reunions must give the membership at least three days' notice of event bookings opening by emailing all club committees via clubs@ssago.org and promoted on all National SSAGO social media accounts as determined by the SSAGO Exec.
- 10.5. On the opening of bookings, Rallies, Balls, Witans and Reunions are required to contact all SSAGO members by emailing them on everyone@ssago.org with a direct link to the booking system and information on the event. This email will be held back for approval by the SSAGO Exec.
- 10.6. Other national event's booking schedule is at the discretion of the SSAGO Exec.

11. General Paperwork:

- 11.1. A detailed Risk Assessment for the event must be with the SSAGO Exec at least four weeks prior to the event. This should include risk assessments for all the separate activities, with consideration given to whether any activities require specific qualifications or first aid cover.
- 11.2. Event organisers must complete and submit a Nights Away Notification Form to the SSAGO Exec to cover all participants at the event. Details regarding this can be found in the 'Activity Guidelines & Nights Away' Policy Document.
- 11.3. Event organisers must submit a Notification of Adventurous Activity Form to the SSAGO Exec for all adventurous activities taking place at the event. Details of these are available in the 'Activity Guidelines & Nights Away' Policy Document.
- 11.4. All national events are required to have an InTouch system covering all participants on the event. Details on how to make the InTouch system and what's required can be found in the 'InTouch' Policy Document.
- 11.5. All documents relating to the event must be stored on the Google Drive provided by the National Exec.

12. Participant Details:

- 12.1. Event organisers are responsible for having a hard copy of every participant's details, emergency contact and medical details that are provided by participants at the time of booking, which must be stored securely at the event.
- 12.2. A master copy should be with the organisers at all times, plus a separate copy should be sealed and given to activity leaders for those participants on their activity. Activity leaders should open this ONLY in the case of an emergency.
- 12.3. The information gathered on booking is covered by the Data Protection Act as detailed in the 'Data Protection' Policy Document.
- 12.4. Event organisers are responsible for ensuring that all their volunteers and staff are fully aware that all booking information should under no circumstances be shared with a Third Party other than those detailed in the aforementioned policy document without prior permission of the individual(s) involved.
- 12.5. Event organisers are responsible for ensuring that as participants arrive at the event, no personal details have changed and must update their records as appropriate. It remains a participant's responsibility to inform the event of any changes to those supplied when booking.
- 12.6. All personal details should be destroyed at the end of an event.

13. First Aid Provisions:

- 13.1. National events must have a minimum of one first aider for every 50 participants with a minimum of four first aiders for the event that can work on a rota basis, so there are always two first aiders available and 'on call'.

- 13.2. The minimum qualification needed to be a first aider at a SSAGO event is to hold the 'first response' certificate. They must also have read the 'Accident and Incident Reporting' Policy Document.
- 13.3. Adequate planning needs to be given to car parking to ensure that access to the campsite is clear to provide access to emergency services. Event organisers should also liaise with the venue to investigate if there is a suitable landing point for an air ambulance should this become necessary.
- 13.4. A heated, indoor room should be available at the campsite, specifically as a first aid room. This should have the provision of beds, at a minimum this should be the two camp beds that are provided by SSAGO.
- 13.5. If an incident occurs at a national event, it should be reported in line with the 'Incident and Accident Reporting' Policy Document.

14. Event Provisions Requirements:

- 14.1. Events must maintain the following minimum capacities, and any change in minimum capacity is at the discretion of the SSAGO Exec.
 - 14.1.1. Spring Rally - 300
 - 14.1.2. Ball - 150
 - 14.1.3. Summer Rally - 200
 - 14.1.4. Autumn Rally - 250
 - 14.1.5. Witan and Reunion - no minimum.
- 14.2. Spring Rallies must provide a suitable indoor venue for the SSAGO AGM, and this should be agreed by the SSAGO Exec.
- 14.3. Rallies must provide a suitable location for a meeting of the SSAGO Representative Committee to occur. The meeting times should be arranged with the SSAGO Exec.
- 14.4. Balls are required to provide a suitable location for the SSAGO Exec handover to occur. The handover timings should be arranged with the SSAGO Exec.

15. Trademarks and Copyright:

- 15.1. Event organisers must ensure that this name does not include any trademarked terms unless permission is given by the Trademark holder. If the event theme itself is a trademark, the event may not use this in the title of the event but state this is the theme.
- 15.2. Event organisers must also ensure that they have permission to use any copyrighted material such as images before using this in publicity of the event or at the event itself.

16. Event Volunteers:

- 16.1. The membership fee of any Associate Member may be waived at the discretion of the SSAGO Exec, providing that their only purpose for being a member is to support a specific event and that they do not take part in any other events.

- 16.2. Event Volunteers must be registered members of SSAGO, Scouting, Guiding or SAGGA. Volunteers who are not can be granted associate membership of SSAGO by the National Executive.
- 16.3. The necessary details of Event Volunteers should be collected and stored in accordance with Section 12.

17. Non-Conforming Events:

- 17.1. If event organisers are not following the requirement laid out within this policy document and are not seen to be cooperating with the SSAGO Exec, the event organisers will be removed and the SSAGO Exec will assume organisational control.
- 17.2. Where an event slot is vacant, the SSAGO Exec may coopt any bid and seek retrospective approval from the next SSAGO Representative Committee meeting.