



Organising BMC Events and Meets

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All these appendices can be found on the BMC website here
<https://www.thebmc.co.uk/organising-bmc-events>

1. INTRODUCTION

The purpose of this document is to set out BMC procedures for those organising events and meets that are to be considered BMC events. Many of these events will be mountaineering, hill walking or climbing events or meets and some will involve young people under the age of 18 and / or vulnerable adults.

The first step is to decide who is going to be in charge and oversee the event. This person is known as the Event Co-ordinator and has overall responsibility for co-ordinating the event. For an event to be a BMC Event, and covered by BMC insurance, the online [BMC Event Approval Application Form](#) must be completed by the Event Co-ordinator.

2. KEY ROLES

Event Co-ordinator

the person who organises the event and ultimately is the person in charge.

Activity Co-ordinator

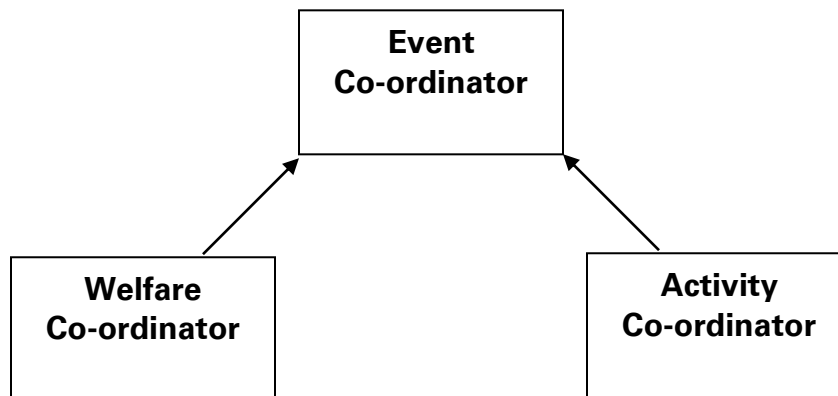
Responsible for co-ordinating the activities that take place at the event, and for ensuring, as far as is reasonably practicable, the safety of participants when involved in these activities. For small events the Event Co-ordinator and the Activity Co-ordinator may be the same person.

Welfare Co-ordinator

Only needed if under 18 year olds and/or vulnerable adults are attending. Ensures all Child Protection issues are covered and that the BMC Safeguarding Children & Vulnerable Adults Policy is followed.

The Welfare Co-ordinator is responsible for co-ordinating welfare and pastoral issues at an event. ensure that all adults and volunteers involved in the event are suitably vetted for the roles and responsibilities assigned to them; and will support young people and / or vulnerable adults who may experience any difficulties while at the event or away from their parents or carers; and deal with concerns about potential abuse or allegations in accordance with the BMC Safeguarding Children & Vulnerable Adults Policy, [appendix 6](#). For Events involving more than 100 young people and / or vulnerable adults the role of the Welfare Co-ordinator will split in to two to make it manageable. This is explained further in [appendix 1](#).

This team of three is at the heart of organising an event



Key principles

- Personnel should be competent and appropriately experienced
- Equipment used should be appropriate and in sound working order for the task
- The activity and venue chosen need to be appropriate for the task
- Emergency procedures must be in place, see [appendix 3](#)

3. MAIN ORGANISATIONAL STEPS

The first step in organising an event is deciding who is going to be the Event Co-ordinator. For all events the BMC has to be happy with the choice of the Event Coordinator.

The Event Co-ordinator will:

1. Draw up the aims for the meet.
2. Complete the online [Event Approval Application Form](#).
3. For events involving activities with safety implications, appoint an Activity Coordinator.
4. For events involving young people or vulnerable adults, begin to develop a Welfare Plan and, in consultation with the BMC Lead Safeguarding Officer, appoint a Welfare Coordinator.
5. Complete and submit a risk assessment to the BMC no later than one month before the event.
6. Post event – submit a list of all volunteers, and report any incidents to the BMC, see [appendix 7](#)

Participants at events need to read and understand the following BMC Participation Statement:

The BMC recognises that climbing and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement.

4. EVENTS INVOLVING YOUNG PEOPLE OR VULNERABLE ADULTS

When organising an event involving young people and / or vulnerable adults the following additional steps must also be taken:

Completion of form

Adults involved with the event are required to complete a BMC Youth Volunteer Registration and Self Declaration Form. Those in key roles and volunteers who will have unsupervised access to young people at the event must complete all sections of the form and undergo a DBS check. The process takes about four weeks. Volunteers who will be supervised by someone who has undergone a DBS check need only complete sections 1 to 10 of the form. Completed forms are returned to the BMC once they have been cleared by the Event Co-ordinator. Adult volunteers also need to complete and sign a Code of Conduct for Adult Volunteers.

Youth Participants

It is useful to have an understanding of the relevant experience of the young participants. In Prior to the event each participant must send a completed Parental Consent Form and a completed and signed Code of Conduct for Youth Participants to the Event Co-ordinator. Parents and carers also need to sign their Code of Conduct. Codes of Conduct are in [appendix 2](#).

Prior to the event

Event Co-ordinator organises pre-event site visits and briefings for key personnel (see next page) and ensures that relevant risk assessments are undertaken. For guidance on risk assessment see [appendix 5](#).

Parents and participants

It is important to ensure that parents know and understand what their children will be doing, especially if they are not climbers or walkers. Parents will need to complete a parental consent form giving their informed consent by making them aware precisely what their child will be doing at the event. Parents also need to be informed of the things that they need to bring or provide for the event and details of drop-off and collection times.

5. DISCIPLINE & COMPLAINTS

Climbers and walkers are generally very responsible people and this is to be encouraged. It is hoped and expected, therefore, that discipline will not be an issue at most events. However, should the need arise the following guidance is provided.

- Prior to the event ensure all involved have signed and returned the relevant Code of Conduct, see [appendix 2](#).
- It is the responsibility of the Event Co-ordinator, in consultation with others in positions of responsibility, to decide if any breach of a Code of Conduct is serious enough to warrant asking a person to leave the event. Parents particularly should already have agreed, by signing a Parent's Code of Conduct, to collect their child if they breach their Code of Conduct.
- If there is a need to remove someone from the event follow the BMC Emergency Procedures and complete and return the BMC Incident, Accident and Near-Miss Form, see [appendix 3](#).
- Everyone at an event should be given clear guidance on reporting welfare issues which may affect young people. Young people should be given information about who to speak to and who their Welfare Co-ordinator is. Ideally they should have met their Welfare Co-ordinator prior to the Event.
- Complaints about bullying, poor practise or breaches of Codes of Conduct should be reported to, and dealt with by, the Event Co-ordinator in line with the guidance provided in this document. Any sanctions must be non-violent and must not involve humiliating children or young people.
- Any allegation or concerns about abuse of children and young people must be reported to the Welfare Co-ordinator who will refer the situation to the police/social services local to the event and follow the procedures set out in the BMC Safeguarding Children & Vulnerable Adults Policy and Guidelines.