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| 177-179 Burton Road  Manchester  M20 2BB | BMC_wide_colour | Tel 0161 445 6111  Fax: 0161 445 4500  nick@thebmc.co.uk |

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| BMC Event Approval Form I have read and agree to comply with the BMC Health and Safety Policy ❒ I have read and agree to comply with BMC Procedures for Organising Events and Meets: ❒  Name of Event: To be covered by BMC insurance as a BMC Event this procedure must be adhered to |

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| **DETAILS of the Event** | |
| Purpose or aim of the event | Please also complete feedback form on the reverse of this sheet after Event and return to BMC Officers signing the Approval below. |
| Event Coordinator |  |
| Activity Coordinator |  |
| Welfare Coordinator |  |
| Date of Event |  |
| Times |  |
| Venue |  |
| List names of other volunteers / helpers / coaches / instructors / etc working at Event below | |
| Names | Position / role at the Event |
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| **BMC Approval** |

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| Name of overseeing Committee  ……….…………….…………………………  BMC officers who have discussed and **APPROVED** this event:   1. Signed …………………………………….. Date ……………………………… 2. Signed ……… ……………………….. Date ………………………………… |

**BMC Pre-event Checklist**

It is the responsibility of the Event Coordinator to ensure that this checklist is completed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Order** | **Task to be completed** | **Responsibility of** | **Tick as appropriate**  Yes No NA |
| 1 | Complete BMC event Approval Form & return to BMC Office for approval | Event Coordinator | ❒ ❒ ❒ |
| 2 | Appoint Activity Coordinator | Event Coordinator | ❒ ❒ ❒ |
| 3 | Appoint Welfare Coordinator | Event Coordinator | ❒ ❒ ❒ |
| 4 | Source other people, volunteers, etc needed for the event & promote event | Event Coordinator | ❒ ❒ ❒ |
| 5 | Ensure relevant people have DBS check | Welfare Coordinator | ❒ ❒ ❒ |
| 6 | Codes of Conduct for participant, volunteers, parents, etc | Event Coordinator | ❒ ❒ ❒ |
| 7 | Application forms & consent forms, including medical, diet & allergies info, sent out, completed & returned | Event Coordinator | ❒ ❒ ❒ |
| 8 | Produce & circulate pre-event information for volunteers and participants | Event Coordinator | ❒ ❒ ❒ |
| 9 | Risk Assessments completed | Event Coordinator | ❒ ❒ ❒ |
| 10 | Emergency plans & procedures in place and known by all | Event Coordinator | ❒ ❒ ❒ |
| 11 | Pre-event / on the day briefings where necessary | Event Coordinator | ❒ ❒ ❒ |
|  |  |  |  |
|  | **Additional considerations for…** |  |  |
|  |  |  |  |
|  | **Transport** |  |  |
| 11 | Drivers checked |  | ❒ ❒ ❒ |
| 12 | Insurance appropriate & checked |  | ❒ ❒ ❒ |
| 13 | Journey times & rests |  | ❒ ❒ ❒ |
| 14 | Pick-up & drop-off organised & informed |  | ❒ ❒ ❒ |
|  |  |  |  |
|  | **Involving under 18s** |  |  |
| 15 | Parental consent forms |  | ❒ ❒ ❒ |
| 16 | Parental briefings & info |  | ❒ ❒ ❒ |
| 17 | Welfare plan in place |  | ❒ ❒ ❒ |
|  |  |  |  |
|  | **Overnight stays** |  |  |
| 18 | Sleeping arrangements |  | ❒ ❒ ❒ |
| 19 | Responsibilities |  | ❒ ❒ ❒ |
| 20 | Security |  | ❒ ❒ ❒ |
| 21 | Catering, dietary & allergies |  | ❒ ❒ ❒ |
| 22 | Safety briefings |  | ❒ ❒ ❒ |

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| BMC Event Feedback Name of Event:  Return to BMC officers that signed the original approval To be covered by BMC insurance as a BMC Event this procedure must be adhered to. |

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| **Incidents Report** | |
| Report any incidents here | Have you any incidents or near misses to report? Yes or No (please circle one).  Please refer to BMC Emergency Procedures and also fill in the BMC Incident, Accident and Near Miss form at back of this document. |

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| **Evaluation of Event** | |
| Evaluate the event here:  What went well  What didn’t go so well |  |

|  |  |
| --- | --- |
| **Suggestions & improvements** | |
| Suggestions how the Event can be improved |  |

|  |  |
| --- | --- |
| 1. List names of all the people participating in the event 2. If person under 18, list name (printed), address of adult giving their consent for each young person to take part in the event / activities. | |
| 1. Name of person | 2. Adult giving consent for young person to take part in event & activities (with signature if no parental consent form signed) |
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| **Return to BMC officers that signed the original approval** | |

Running a BMC Event

This section gives a brief outline of what is required to run a BMC. An event involving under 18s will require a Welfare Coordinator; an event with no under 18s present may not. A much more extensive BMC guidance document called Organising BMC Events and Meets is kept in the BMC office for reference.

A BMC event must be run in accordance with BMC guidelines and with the support of BMC officers and the relevant specialist committee. No event can be run in the BMC’s name unless this process has been completed.

Each event needs as a minimum the following personnel:

Event

Co-ordinator

Welfare  
Co-ordinator

(when under 18s present)

Activity

Co-ordinator

The **Event Co-ordinator** is the person who organises the event and ultimately is the person in charge.

The **Welfare Co-ordinator** ensures all Child Protection issues are covered and that the BMC Child Protection Policy is followed.

The **Activity Co-ordinator** is responsible for, and for supervising, the activities, such as climbing and hill walking, undertaken at the event. For small events the Event Co-ordinator and the Activity Co-ordinator may be the same person.

When under 18s are taking prt in the event these people will be required to enhanced DBS checked.

**Key Principles**

1. Personnel should be competent and appropriately experienced. Different types of activity require varying levels of expertise. A willing and sensible parent with a small amount of climbing experience may be the perfect choice to supervise low level bouldering. They might, however, be out of their depth taking two talented young climbers on a mountain crag.
2. Equipment used should be appropriate and in sound working order for the task. All climbing and mountaineering equipment has a finite life span and manufacturers’ recommendations should be followed.
3. The activity and venue chosen need to be appropriate for task. A key skill of any leader is to choose an appropriate venue and activity. For example, it would not be a good idea to try to run a beginner’s navigation session in a blizzard, on the side of a crag. Unless coping, whilst climbing, in a blizzard was the intended learning outcome.
4. There should be emergency procedures in place. Someone independent of the day’s activities should know what is happening and where. They should also know what to do in the event of an emergency. For instance, do they know what to do in the event of an accident or the group not returning on time?

BMC officers support the volunteers in these roles at BMC events and help ensure that each is aware of their responsibilities and carries them out effectively.

AYCs or BMC Affiliated clubs interested in running such an event please contact at least two of the following BMC Officers:

1. Nick Colton, events involving under 18s

Email [nick@thebmc.co.uk](mailto:nick@thebmc.co.uk)

Telephone 0161 438 3305

1. Jon Garside, training, coaching and Instructional matters

Email [jon@thebmc.co.uk](mailto:jon@thebmc.co.uk)

Telephone 0161 438 3329.

1. Rob Adie, competition climbing matters   
   Email [rob@thebmc.co.uk](mailto:rob@thebmc.co.uk)  
   Telephone 0161 438 3318
2. Rob Dyer, access matters in England  
   Email [robd@thebmc.co.uk](mailto:robd@thebmc.co.uk)
3. Elfyn Jones, access matters in Wales / Cymru  
   Email [elfyn@thebmc.co.uk](mailto:elfyn@thebmc.co.uk)
4. Dan Middleton, technical & equipment matters

Email [dan@thebmc.co.uk](mailto:dan@thebmc.co.uk)