

# **Dorset County Scouts**

## **Events Management**

Guidance for Organisers of:

### **COUNTY EVENTS, ACTIVITIES, CAMPS, EXPEDITIONS AND INTERNATIONAL EXPERIENCES**

#### **Running an Event 'Checklist'**

- Produce a 'master plan'
- Involve Young People
- Check dates don't clash with other events/exams etc
- Check Nights Away Permits and Activity Permits are held and up-to-date
- Gain approval of County Executive
- Advertise roles for Leadership and Management Teams
- New Roles contact County Appointment Advisory Committee
- Advertise the event timely and to the whole County
- County Policy Guidelines on Refunds

#### **Scope**

All activities run in the name of Dorset Scouts as 'County' events, such as:

- County Camps & Events
- International Experiences
- Expeditions
- Jamborees

#### **Strategic Planning**

To ensure there is an appropriate balance of events, expeditions, camps etc – a 'master plan', spanning the forthcoming five years will be owned and managed by the CC and DCCs. This plan will enable the County to manage the 'bigger picture' and ensure that all activity is both recognising the needs and wishes of Young People, together with the assurance that the County can sustain these needs.

#### **Application Process**

Recommendations, suggestions or applications for holding an event may come from any member in Dorset Scouting and should be directed via the CC or a DCC.

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### **Approval**

Prior approval of a County Event is required by the CC (and County Executive) as required, who will be satisfied that the proposed event is being run in accordance with POR, is financially viable and is in the best interests of the Young People in the County. It is essential that other events are taken into account when considering approval to ensure there is a suitable balance of events and timings.

### **Leadership & Management Teams**

Leadership & Management Teams will be appointed by the CC and where appropriate will go through the County Appointments process. In most cases it is appropriate that roles will be advertised and there will be a selection process to ensure that the most suited people are appointed.

The size of Leadership & Management Team will be appropriate to needs of the activity or event. Excessive leadership teams will not be permitted.

### **Participation**

Attendees of events will be appropriate to the activity, however, County events must be available to the entire County and if restrictions are placed (other than age ranges) then they should be run by either Groups or Districts.

### **Project Planning**

Approval by the CC will take into account other events happening across the County and will set dates and timescales accordingly.

It is important that events are launched at appropriate times, taking into account the necessary lead times etc and impact upon other events and activities, including school holidays and exam timetables.

Leadership and Management Teams will need to produce a suitable project plan.

### **Budget & Finance**

In normal circumstances County Events will be self-funding and there will be no financial liability to the County.

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In certain circumstances, it may be appropriate for the event to receive an advance of funds prior to fees being received, to enable the event to be launched, however, the budget should ensure that these costs are recouped and repaid. In such circumstances approval will be required from the County Executive.

All accounts will be run via the County accounts and reported accordingly.

### **Budgeting for an Event**

In order for the organiser of an event to take some level of ownership for the financial management of an event, the Events Management Template must be completed to confirm the financial budget and expected income and expenditure of an event. This will allow us to monitor costs, track income and ensure that we support organisers in a timely manner.

It is requested that prior to advertising the event, this template is completed, agreed by the CC, a DCC or the County Chair and sent to the County Treasurer.

Within the template is another sheet to record who is attending, and expenditure to assist with management of an event. This will allow the County Executive Committee to be able to check everyone has paid correctly to attend the events.

It is critical for managing the income, that all payments in are reference correctly with the event (reference provided on completion on the template) and the name of the Young Persons attending the event.

### **Refunds**

Every event must have a contingency for refunds paid to a Young Person who is unable to attend an event. Generally if sufficient money available at the end of the event then refunds can be made.

### **Youth Involvement**

All events will be run in accordance with the needs and wishes of Young People. At all stages of planning and preparation Young People must be consulted fully and allowed to take an active part in the process.

County Youth Advisors should be consulted in all instances.

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### **Nights Away Notification**

The CC and DCC Programme must be satisfied the appropriate Nights Away Permits or Activity Authorisations are held.

International Permissions must be obtained within the specified period of notice available from the ACC International.

The Leader or Management Team will inform the County Commissioner of those attending, the venues, programme and the In Touch arrangements prior to commencement.

### **Risk Assessment**

See Scout Association's Factsheet FS120000:

<http://members.scouts.org.uk/factsheets/FS120000.pdf>

### **Advertising**

All County Events must be fully advertised to the entire County, with timings to be in-line with the recommendations made by the CC & DCCs.