

# Cumbria Scout Event Protocol

The purpose of this Protocol is to give direction and guidance on the conduct of Scout events initiated, planned and/or authorised at County level. Although full implementation of the Protocol will only be necessary for major events, its principles will also hold true for smaller County events.

The principles of this protocol will hold true for all events held within the County irrespective of at what level they are held. The levels of initiation, planning and/or authorisation referred to in the document should be adjusted accordingly for those events.

All County Events need to have the support of the County Commissioner's meeting with the District Commissioners and the approval of the County Executive Committee.

A Deputy County Commissioner (or someone else reporting directly to the CC) needs to have oversight of the event.

Events should be of good quality and add to what Groups and Districts are able to provide more locally.

This Protocol is divided into three Sections:

Before the Event (Planning)

During the Event (Operating)

After the Event (Reviewing)

It is important to recognise that a well run major event can leave a huge impression on those who participate but that such events take a great deal of volunteer effort which needs to be balanced with the day to day Scouting that is the backbone of our programme.

# Cumbria Event Protocol - Before the Event (Planning)

## 1. Inception

- a) A County Event should be initiated to meet a need identified by the County Commissioner and District Commissioners.
- b) Before a County Event is publicised the appropriate Deputy County Commissioner should confirm to the County Commissioner and the County Executive Committee that the following are in place:

- i) an Event Leader and Deputy Leader
- ii) a set of Event Objectives

These should not only cover what those attending will experience but also the wider benefit to the County of the event and the planning process e.g. recruitment of adults, publicity or the upskilling of Event Team members.

- iii) an event timeline (planning, operation and review)
- iv) an outline Event Programme
- v) an outline Event Risk and Safety Plan
- vi) an outline Event Budget

The Event Budget should also be agreed with the County Treasurer.

## 2. Planning

- a) It is important that the Event Team:
  - i) is an appropriate size for the task
  - ii) are all fully involved in the process
  - iii) includes the necessary skills
- b) The DCC responsible should be kept informed during the planning process and should brief the CC and County Exec when appropriate.
- c) The County Event finances should be run through the County Office unless there is a clear agreement that a previously well tried arrangement should be used.

## 3. Promotion

- a) Details of County Events should be published well in advance so that Leaders have every opportunity to include the event in their Section's programme if appropriate.
- b) Details should normally be sent direct to Section Leaders (once our systems allow).
- c) Dates, costs and deadlines should be made clear.
- d) Local managers should promote County Events and monitor deadlines.
- e) Local managers should seek ways for young people to be able to attend events if their normal leaders are unable to do so.

## 4. Preparation

- a) As the County Event gets close it is important to recognise that those involved in the planning will be very busy and may need support with some of their local Scouting roles.
- b) Local managers need to monitor the preparation by local leaders of attending young people and ensure that they are fully prepared for the challenges of managing their sections throughout the event.
- c) Joining instructions need to be provided to those attending in good time.

## 5. Factors to consider

This table lists a range of factors that organisers need to consider. Specialist events are likely to need to add to the list.

Participating Groups		Site layout	
	Cumbria Scouting Other Scouts Other organisations International		Participant space/accommodation Staff space/accommodation Vehicle access and policy Personal access
Event location		Site services	
	Indoor or outdoor or mixed Local or far away UK or overseas Scout premises or other		Power/generation Water Toilets Refuse Storage
Programme		Catering	
	Content On site Off site Delivered in-house Delivered by outsiders/contractors		Participants Staff Others Food storage and hygiene Regulations
Welfare		Site amenities	
Communications		Transport	
	Internal External Person to person Broadcast Meetings/briefings		To and from the event Parking Programme transport Site servicing transport
Insurance		Security	
	Participants Staff Contractors Property and equipment Event liabilities		Site perimeter Money Equipment Participant's property Lost property and people
Emergencies		Safety	
	In Touch process First Aid Emergency Evacuation Fire Incident reporting		Risk Assessment Monitoring and reporting Safeguarding
Management		Licensing	
	Definition of responsibilities How people are managed		Alcohol Sale of hot food at night Entertainment TEN Temporary Exemption Notice

# Cumbria Event Protocol - During the Event (Operation)

## 1. Management at the event

- a) An individual must have overall responsibility for the event.
- b) All events will also need a deputy but longer or larger events will need a management team.
- c) The team may have allocated responsibilities for specific aspects of the event but there is a need to recognise that people need periods of rest and so a number of people will need to act as Duty Operations Manager at times during the event.
  
- d) Whilst everyone hopes that there will not be a major incident any incident is easier to manage if the process is well rehearsed. There are three principle roles that need to be fulfilled when an incident occurs:
  - Overall control of the event
  - Control of the incident and those involved
  - Control of the rest of the event and those not involved.

## 2. Event Programme

The event is taking place for a reason, this is why it was conceived and why the participants have signed up. A great deal of thought will have gone into the planning of the programme and to the facilities that are needed to enable participants to get the most out of it. It is important to have clarity about what is the programme and purpose of the event and what are the support facilities so that when decisions need to be made the programme is not unnecessarily compromised.

## 3. From start to finish

The operation of the event should be seen as three phases:

- Setting up
- Operation
- Clearing up

Organisers should be particularly watchful during the setting up and clearing up phases as both can be stressful. When setting up there is suddenly a focus on the very real deadline of the start of the event and as the event closes the work of clearing up comes when the staff are at their most tired. People volunteer most readily for the operation phase so particular attention to the recruitment for the set up and clear up should not be overlooked.

## 4. Other participants

When people from outside Cumbria Scouting are involved it is important to recognise that they may have different attitudes, customs and vision to us. The organisers need to have a clear policy about how much the original Cumbria Scouting vision of the event is modified to accommodate these.

## 5. Contractors/service providers

Whilst Scouting has a huge range of internal skills there are occasions when we need to bring in skills from outside. When doing so it is essential that there is:

- a clear brief
- a written risk assessment
- a written agreement or contract.

# Cumbria Event Protocol – After the Event (Review)

## 1. Post Event

- a) Whilst it is important to recognise that the Event Team are likely to be tired after the event the need to thank those who have contributed, finalise the finances and complete a review cannot be overlooked and should form part of the overall plan for the event.
- b) A good target time to finalise the finances and complete the report should be 6 to 8 weeks.
- c) There is much to commend not wasting the opportunity when everyone is still at the event to prepare for the 'After the Event' work. e.g. collect feedback, finalise expenses and accounts, agree key dates.

## 2. Debriefing/Review/Feedback

Whatever we choose to call it there is a need to collect the views of those involved. Their view may well differ depending on their involvement with the event and so it is important to collect views from all of the main groups:

Organisers – those who commissioned and organised the event

Staff – those who ran and operated the event

Participating adults – we need to recognise that adults as well as young people need to see an event as enjoyable

Participating young people – it is important to think about not only the fun but also the challenge and adventure that they enjoyed

Others – this may include: sponsors, neighbours, contractors etc.

What went well? – What didn't? – What should have been done differently? – Any new ideas for future events.

## 3. Saying 'Thank You'

There are a few key things to bear in mind:

Do it promptly

Don't leave anyone out (start a list at the very beginning)

Decide who and how is the most appropriate way to do it (a 'Thank You' by young people can be very powerful especially to outsiders)

Saying thank you, returning things promptly and in good condition are a huge investment for the future.

## 4. Finances

- a) It is important to pay everyone what is due to them promptly. This can be a challenge so don't be afraid to ask for invoices and to set a deadline for expenses claims (making claim forms readily available from the start helps).
- b) It will be necessary to liaise closely with the County Office and the County Treasurer and ensure that the accounts have their approval.
- c) Presenting the accounts against the original budget makes it easy to see both successes and problems.

## 5. Report

- a) The Organiser should produce an Event Report as quickly as possible, primarily aimed at capturing the:

Things that went well

Things that could be improved upon

Things that should not be repeated

New ideas based on lessons learnt

Safety issues

- b) There is also a need to pick up opportunities for the future such as: adults who have shown potential together with valuable contacts (people, places, organisations).
- c) Statistical information is extremely important to those who have to make the decisions next time.
- d) The report should be read by someone who was not involved to check that it makes sense to them.
- e) The appropriate Deputy County Commissioner should arrange for the report to be presented to both the CC's meeting with the DC's and the County Executive Committee.

# Cumbria Event Protocol – Useful references

This protocol has drawn greatly on the publication: **Large Scale Events – Scouting Magazine booklet**  
Compiled by: Peter Byrne, Ron Crabb, Jim Davidson, Roger Haywood, Neil Mayston and Nigel Stevenson.  
Cumbria – **Hints and tips on running large events** is an attempt to bring this up to date.

When running any event, and particularly a large one, it is important to use up to date information. The Scout Association has a range of resources that are there to assist most particularly **Policy, Organisation and Rules of the Scout Association** POR.

Other Scout Association resources include:

- Activity Authorisation
- Axes and saws
- Bouncy Castles
- Emergency Procedures
- Food Safety
- Communications Services
- Gas fuel in camp
- In Touch
- Minibus Regulations.
- Radio communications on Scout Activities
- Risk Assessment
- Safeguarding
- Tents
- Use and carrying of Knives

Other sources of information include:

- H.M. Government Publications – [www.gov.uk](http://www.gov.uk)
- Charity Commission – [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

Useful contacts

The Scout Association (Resource Centre) Gilwell Park, Chingford, LONDON E4 7QW 0845 300 1818 <a href="http://www.scouts.org.uk">www.scouts.org.uk</a>	Equity (Scout Insurance Services) 10 The Quadrant Marlborough Road LANCING BN15 8UW 0845 0945 7703 <a href="http://www.scoutinsurance.co.uk">www.scoutinsurance.co.uk</a>
Cumbria Scouts Stricklandgate House 92 Stricklandgate KENDAL LA9 4PU 0845 0946059 <a href="http://www.cumbriascouts.org.uk">www.cumbriascouts.org.uk</a>	

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