



SSAGO
Student Scout and
Guide Organisation

POLICY DOCUMENT:

NATIONAL SSAGO EVENTS
(Nov 2008)

POLICY DOCUMENT

1) Introduction

When a club bids for a National Event (either a rally or the ball) at the Spring Conference they are bidding to organise and host either a rally or ball on behalf of the Student Scout and Guide Organisation. The club does not 'own' the event and ultimate responsibility of the event falls to the National Executive Committee.

2) Role of National Executive

It is imperative that excellent communication occurs between the National Executive and the event committee, it is the responsibility of both parties to ensure this occurs. The main point of contact should be through the National Treasurer.

The aim of the National Executive is not to be obstructive but to safeguard the investment into events. Clubs hosting events will inevitably be able to stamp their mark through the activities chosen, the campsite and theme. The National Executive should not interfere with such decisions unless they are threatening to affect the financial viability of the event

All minutes of the rally committee meetings should, where possible, be emailed to the National Treasurer. Any decisions made between the treasurer and a member of the rally committee should be put into writing, such as by email, and sent to the rally committee plus sent to all the National Executive.

If any disputes or issues arise between the event committee and any member of the National Executive these should be taken to the National Executive as a whole.

3) Finances

The National Executive will hold four separate bank accounts, one for each national event. Rally committees can gain access to their event bank account at the rally two prior to their own, ie Autumn Rally gains access to accounts at the Spring Rally, Spring Rally gains access at Summer Rally and Summer Rally gains access at Autumn Rally. Ball committees will gain access to their account at the Summer Rally prior to their event.

Events will only be given access to the bank account if they have provided an initial budget. This should be received, at the latest, one month before the rally where the committee is due to gain access to their event bank account. Budgets should be sent to the National Treasurer and should consider prices for campsite, barn dance band and venue, activities, transport and food. If an event has different quotations from differing venues, campsites and the like then more than one budget can be submitted but it would be expected that as soon as the venues have been chosen a more accurate budget is immediately sent to the National Treasurer. The National Treasurer must always have an up to date and accurate copy of the budget that the event is working from and

as accurate as possible set of accounts. Each event is responsible for keeping their own accounts although these will be looked over by the National Treasurer. Full accounts must be provided to the National Treasurer at the rally immediately following the national event that a committee has organised. These will be audited at the same time as the National SSAGO accounts.

Each bank account MUST have 3 signatories from the event committee as well as the National Treasurer plus either the National Chairperson or Secretary. No member of the event committee is allowed to sign a cheque made payable to themselves. The National Treasurer is responsible for providing the forms to change signatories at the appropriate national event.

Events will be expected to have completed their accounts and made all necessary payments before the rally immediately after their own national event. At this event the account signatories will be changed and the event will no longer have access to the event bank account. After this time expenses will only be paid out if there is proof of expenditure and at the discretion of the National Treasurer.

When deposits are required to be paid the event committee should contact the National Treasurer to ask for the amount to be paid directly into their bank account. This money will be expected to be left in the bank account after the event when the account is passed back to SSAGO. The organising committee needs to give the treasurer sufficient time to pay the money in and for it to clear before being pressured to pay a deposit. No bank accounts have an overdraft facility.

All expenditure must be approved by the event treasurer before being made. Such expenditure should not be made out of individual's own pockets it should come from the event account.

All profit or loss made by an event belongs to SSAGO, not the organising club. It is not the purpose of SSAGO events nationally to make a profit, however a loss is unacceptable. Every effort should be made to bring an event in at breakeven.

4) Rally Fees

Fees for attending rally can begin at £25 and increase to £28 and £30 for those that book after specific dates. Rally committees are responsible for setting the cut off dates for the increase in prices but it is expected that the £25 option will be available for a suitable length of time to allow the majority of members to book on at this price. Any change of this initial rally fee should be decided upon at the SSAGO conference.

Addition charges may be applicable to specific activities. Such charges should be made clear at the time of booking.

5) Communications

A representative from the event committee must attend the full committee meetings at the two rallies prior to their event to provide an update of their progress. In addition a representative of the event must attend the full committee meeting at the rally following their event to give a short evaluation and a brief financial report.

6) Roles

Every event must have at least a Chairperson, Secretary and Treasurer on the event committee. In addition the event may have as many or as few other committee members as desired to ensure the smooth, efficient and safe running of national events. Suggested roles allocated to the three essential committee members are as given below, these are of course negotiable within each committee and the suggestions below are guidelines as well as suggesting roles that require to be filled.

- Chairperson: Is ultimately responsible for overseeing the running of the event, ensuring all necessary paperwork is completed before, during and after the event and ensuring that good communications occur between the national executive and event committee. Is responsible for taking the necessary action if any member of the event committee is not conforming to the formalities laid out in this policy document.
- Secretary: To take thorough minutes of every meeting of the event committee and ensure these minutes reach the rest of the committee plus the national treasurer within a week of the meeting.
- Treasurer: Provide an initial budget for the event as per laid out in the finances section of this policy document. Keep this budget up to date as the event develops, providing the national treasurer with each updated version of the budget. Keep account of all income and expenditure of the event. Is responsible for approving/rejecting any expenditure related to the running of the event.

7) Booking System

www.ssagorally.org.uk must be used as the system for booking participants onto rallies. Rally committees can gain access to the website and booking system from two weeks after the rally prior to the one they are organising. Event committees should contact the national executive to gain access to ssagorally. Rally committees are reminded that the sooner access is requested the longer they have to work on the website. Rally committees are asked to give the membership at least 3 days notice of rally booking opening. This information should be directly emailed to clubs (using everyone@ssago.org.uk) and posting on the National SSAGO messageboard.

8) General Paperwork

A detailed Risk Assessment for the event must with the National Chairperson at least four weeks prior to the event. This should include risk assessments for all the separate afternoon activities with consideration given to whether any need specific qualifications, either for adventurous activities or extra first aid cover.

Event organisers must ensure that they fill in a Nights Away Notification Form covering everyone attending the event and send this to the SSAGO Notifications Manager. Details regarding this can be found in the 'Activity Guidelines, Behaviour and Disciplinary Procedures' Policy Document.

If any of the activities on offer at the event fall under The Scout Association's Adventurous Activities category then every member taking part in this activity must complete an 'Adult groups in Adventurous Activities' card if the activity is not being led by an authorised adult. Event organizers must submit a Notification of Adventurous Activity Form to the SSAGO Notifications Manager. Details on this are available in the 'Activity Guidelines, Behaviour and Disciplinary Procedures' Policy Document.

Event committees 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. 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. All details should be destroyed at the end of an event in accordance with the 'Guideline and Best Practice for compliance with the Data Protection Act' Policy Document. Event committees are responsible for providing the SSAGO executive committee with the name and contact details of every participant at the end of the event (note the executive committee should NOT receive any medical details of any participant who has not had an accident).

The information gathered on booking is covered by the Data Protection Act as detailed in the 'Guideline and Best Practice for compliance with the Data Protection Act' Policy Document. Event committees are required to ensure that all their activity staff are fully briefed on this and are aware that this 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.

Event committees must ensure they check as participants arrive on the event that no personal details have changed. Adequate provision should be provided before an event to update an event team of any change of details. It remains a participant's responsibility to inform the event of any changes to those supplied when booking.

9) InTouch System

National Events are required to have an InTouch System that covers all participants on the event. This system comes into force for members as soon as they arrive at the event and ends as soon as they leave the event. The InTouch System for National Events should take the form of appointing a 'Third Party' as a designated person to help contact next of kin in the case of emergency as well as helping to report accidents and incidents to the relevant parties at The Scout Association and Girlguiding UK Headquarters (as detailed in the Accident and Incident Reporting Policy Document). This Third Party must NOT be participating in the event and MUST hold a CRB/DS/ANI disclosure from either The Scout Association or Girlguiding UK. Participants at a National Event are free to be contacted directly by relatives and friends during the event; this does not need to be done through a third party.

Details of the InTouch designate for the event should be provided on the Nights Away Notification Form in the box marked 'Home Contact'. The InTouch designate should be given the emergency contact details of all those attending the event before the start plus the SSAGO Emergency Procedures Policy (appendix 2 of the 'InTouch System' Policy Document).

10) First Aid Provision at rallies

Rallies 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 awake and 'on call'. The minimum qualification needed to be a first aider at a SSAGO event is to hold the 'first response' certificate.

Adequate planning needs to be given to car parking to ensure that all roads/accesses to the campsite are clear to provide access to ambulances. Before the rally the committee should also liaise with the site staff to investigate if there is a suitable landing point for the air ambulance should this become necessary.

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 the two camp beds that are provided by SSAGO for this purpose.

11) Trademarks/Copyright

It is common, particularly for rallies, to name the event according to a theme. The event committee must ensure that this name does not include any trademarked terms. If the event theme itself is a trademark the event may not use this in the title of the event but state that this is the theme.

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, be this for posters, website, rally document usage.

12) Non-conforming events

If an event committee is not following the formalities laid out within this policy document and are not seen to be co-operating with the National Executive the event committee will be removed and an emergency event implementation procedure used.

	Spring Conference	Summer Rally	Autumn Rally	Spring Rally	Summer Rally	Autumn Rally	Spring Rally
Spring Rally	Won Bid	Submit budget one month before. Gain access to bank account. Attend full committee meeting to give an update.	Attend full committee meeting to give an update.	EVENT!	Attend full committee meeting to give a summary and brief financial report. Hand over full accounts.		
Summer Rally	Won Bid		Submit budget one month before. Gain access to bank account. Attend full committee meeting to give an update.	Attend full committee meeting to give an update.	EVENT!	Attend full committee meeting to give a summary and brief financial report. Hand over full accounts.	
Autumn Rally	Won Bid			Submit budget one month before. Gain access to bank account. Attend full committee meeting to give an update.	Attend full committee meeting to give an update.	EVENT!	Attend full committee meeting to give a summary and brief financial report. Hand over full accounts.
Ball	Won Bid	Submit budget one month before. Gain access to bank account. Attend full committee meeting to give an update.	Attend full committee meeting to give an update.	Attend full committee meeting to give an update.	Attend full committee meeting to give a summary and brief financial report. Hand over full accounts.		

