**EVENT MANAGEMENT PLAN**

**EVENT:**

**DATE:**

**TIME:**

**VENUE:**

**Name of Rotary club, clubs, district or other organisation:**

**How to use this template document:** Adjust any text in ***bold and italic*** asappropriate. It is for guidance and is not exhaustive. You may need to add in elements which are specific to your event e.g. stall holders, lost child points, bouncy castles, transport etc

***Version 1 (Date)***

# Aim of Event Plan

This event management plan aims to provide a coordinated approach to the organisation and implementation of the ***event and date***. It aims to ensure the wellbeing of organisers, officials, event volunteers, contractors, ***athletes or*** ***participants***, the public in attendance and all others who might be affected by its acts or omissions, including all other relevant information to ensure that all involved can enjoy the event in safety.

Please ensure that the Rotary GB&I safeguarding policy has been read and provisions made to ensure safety of all.

# Event Management and Personnel

This event is organised by ***(club, clubs, district*) Rotary**. Responsibility for the running event lies with ***names***, the Event ***Organisers/Directors***. The Eventmanagerand Event Administrator are also responsible for liaison with the local Police, ***local (name them)*** Council, First Responders or First Aid cover, and ***any other organisations (name them)*** regarding the event.

### Roles and Responsibilities

***Organisers/Directors***: ***Names*** – overall responsibility of the event.

Event Administrator: ***Name***

Emergency Event Plan: ***Name***

Health, Safety and Covid: ***Name***

Safeguarding officer: ***Name (useful role to have where children are involved e.g. lost children)***

* Risk Assessment.
* Marshal management plan.
* Traffic management at street crossings (Guidance to be given to marshals that road traffic takes precedence).
* Covid regulations ***(if any in place or common sense approach)***

Course or site set-up: ***fill in as necessary***

* Recruitment and deployment of course builders.
* Setting up.
* Mitigation hazards on day of event.
* Erection of gazebos.
* Safe set up of tables.
* Safe Signing in process.
* Lost child collection point.
* First Aid point.

Check-in of participants and start/finish area manager: ***Name***

* Ensure particpants are guided easily through check-in
* Participants are guided after finish of race
* Facilities at Sailing Club are kept clean and within Covid regulations

Water stations co-ordinator ***(If required)***:

* Water stations staffed and well stocked
* Waste products are dealt with in an eco friendly way

On or Off-site Parking Co-ordinator: ***Name***

* Ensure safety at on and/or off-site parking
* Maintain safe numbers on the mini-bus ***(if required)***

Public Address System Co-ordinator: ***Name***

* Make saftey announcements and event information

### Contact List

The below table lists contact details for the main event organisers on the day:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Mobile Number** | **Event Day Radio Y/N** |
| Event Organiser/Director |  |  |  |
| Event Organiser/Director |  |  |  |
| Health & Safety |  |  |  |
| Health & Safety |  |  |  |
| Chief Marshall |  |  |  |
| Deputy Chief Marshall 1 |  |  |  |
| Deputy Chief Marshall 2 |  |  |  |
| Deputy Chief Marshall 3 |  |  |  |
| Emergency Co-Ordinator |  |  |  |
| Safeguarding officer |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Event Overview

This event will take place on ***date***. This event consists of ***brief description***.

### The Site/Course

***Details of the site/Course, any information that, briefly, would help everyone understand the site/course***.

***The key points for Marshall’s. Location of first aid kit/assistance or teams.***

***Full details of the site/course, including a map, can be found in Chapter 5.***

### Entry Limits

***The maximum number for the site, or entries for a physical event.***

### Event Timings

**Give details that will assist all**

***06.00 Signage put in place and site build up***

***09.00 Marshals on site for briefing***

***10.00 Event opens***

***10.00 Course bike around and sign-off by Event Director***

***16.30 Shuttle bus service ceases***

***17.00 All signage removed and site broken down***

### Key dates

|  |  |
| --- | --- |
| ***w/c 27 February*** | ***Site visit and event plan first draft*** |
| ***w/c 7 March*** | ***Event license application***  ***Event notification to Police***  ***Event notification to other parties*** |
| ***w/c 14 March*** | ***Consult with Health & Safety Team re any further application requirements*** |
| ***w/c 21 March*** | ***Event plan finalised*** |
| ***w/c 3 April*** | ***Site Visit***  ***Briefing with Chief Marshals and Officials*** |
| ***Sunday 24 April*** | ***Site build***  ***Event takes place***  ***Event clear up*** |
| ***Monday 25 April*** | ***Debrief*** |

***\*\*\*\*An indication of required inclusion\*\*\*\****

# Insurance

This event is covered by insurance provided to Rotary GB&I, brokered by Bartlett & Co and provided by Aviva on Policy ***UK CAS 021277120*** ***(add current information)***. A copy is attached. All organisations providing services on the day have displayed their insurance cover to ***Organising Rotary Club.***

# Site/Course Set-Up and Marshalling

### Site/Course Map

***Site/Course*** maps are attached to this plan.

### Site/Course build

***Responsibility, timings and requirements here***

### Marshals/volunteers

* ***A team of set-up volunteers will be responsible for setting up the course pre-race and ensuring that the resulting site/course is safe, or consistent with that described in this plan.***
* ***For safety purposes the site/course will be divided into three sections each under the control of a Deputy Chief Marshal. Deputy chief marshals will be in phone contact with marshals in their sector and with the Chief Marshal.***
* ***Site/Course marshals will be a visible presence for participants, runners, pedestrians, and spectators and public. Ensuring the well-being of the participants, spectators and general public throughout the event.***
* ***Any volunteer who fails to turn up on the day, have a plan in place t cover this.***
* ***Marshals shall check-in at the Control Point, hi-vis vests should be worn. Agree an appropriate start time for all.by 9am on the day of the event, having been notified previously on their area of responsibility.***

**Remit**

***The on-the-day briefing of marshals will happen at ???. There, marshals will receive:***

* ***Marshal instructions***
* ***Site/Course plan***
* ***Contact details for event race organisers/directors and lead marshals***
* ***Locations of key personnel and resources (first aiders, marshals)***
* ***Vests to identify the marshals***

**General Instructions for Marshals**

* ***Keep to the course at a manageable level and report any infringements to the Course Directors.***
* ***Ensure public are safe.***
* ***Endeavour to answer questions from participants/spectators from the course map.***
* ***Call for First-Aid on phone if required.***
* ***Advise the Chief Marshal***
* ***Marshals should do a WhatsApp check-in to their deputy chief marshal once in position.***

### Spectator Plan

* ***Car park.***
* ***Access.***
* ***Barriers***

# Overall Route Set-up and Use

The event venue will be in use from ***Time*** and will be vacated ***Time*** on ***Date***. Equipment will arrive at ***Time*** and will be taken away by ***Time.***

### Route/site map

A map is attached.

### Registration/Sign-In

* ***When***
* ***Where***

**Administration**

The Administration area will be at ***Where.***

### Toilets

***Location.***

### First Aid

***Location and team staffing this.***

**Lost child collection point  
*Location and team staffing this.***

### Marshals

On the day of the event, marshals and officials shall be positioned around the event site as detailed in the marshal plan.

**Safety Briefing  
*When and where***

### PA Systems

***Location.***

### Timing

***Start and finish times for the event.***

Spectators

***Understand the controls in place.***

### Presentations of Prizes and Gifts

***Location and time.***

### Water and refreshment locations

***Drink stations or refreshment positions.***

### Waste Management

***Locations.***

# Parking, Policing, Stewarding and First Aid

### Site Parking and Road Closures

***Details and requirements in place.***

### Policing

***Police have been informed or are attending. Location.***

**Volunteer Course Marshals**

Marshals will help to steward the event. See the Marshal Plan in Chapter 5: The Site/Course for a detailed description of duties and locations of marshals. Marshals are aware that they cannot stop traffic and will stop runners at road crossing points if necessary.

### First Aid

First aid at the event will be provided by ***Name.***

* There will be first aid provision at ***Location.***
* All volunteer officials and marshals will be given a safety briefing on what to do and who to notify.
* Marshals in key areas around the site/course will be equipped with mobile phones which will be used to contact first aid, and Control Point, if help is required.

### Accident/Incident Reporting

***Any reportable incidents will be communicated to the Event Organisers/Directors as soon as possible after the incident has occurred, to be recorded in the Accident Book.***

### Welfare

***Lost or found children/minors or vulnerable people will be escorted to the Control Point. If any found person is not on the event entry list, event staff will endeavor to establish a suitable contact name and telephone number of parents/guardians. In the case of a lost person reported, a description of them and where they were separated will be noted by event staff. The check-in staff and safeguarding officer will be notified, and volunteers deployed to discreetly look for the person. Marshals will be notified to maintain vigilance at entry and exit points to the park and will assist with the process.***

***Children or vulnerable adults will not be returned to families/carers until identification has taken place to ensure they are the correct people. If the child or vulnerable adult is reluctant to go, seems very upset and frightened, call the police. Ensure the safeguarding policy has been read and people are suitably trained or DBS checked if required.***

# Communications

### Advertising and Enquiries

***List the appropriate details for the volunteer’s reference***

### Pre-Event Organisational Communications

***Add communication details, the who, the how, the when and back-up***

### On the Day Course Communications

***Event volunteers will use mobile phones to communicate quickly and efficiently around the course. All marshals will hold their deputy chief marshal’s phone number in order to report back any issues they may identify.***

# Contingency Arrangements

***Contingency arrangements here.***

### On the Day Event Cancellation and Unforeseen Circumstances

***The Event Organisers/Directors will be responsible for cancelling the event, should they deem it necessary after it has begun. Their decision will be relayed, in most cases, to officials and marshals at designated areas, who will revert to this contingency plan and appropriate control measures outlined in the Risk Assessment.***

### Forced push-back of the event

***The Event Organisers/Directors will decide if the start time of the event is to be delayed. They will take into account the following aspects:***

* ***Overall reason for delay***
* ***Likelihood of delay issue being solved***
* ***Inconvenience to those attending***

### Extreme weather

***Add appropriate actions that will be taken, and by whom.***

### Unexpected Events

***Any unexpected events will be reported to the Event Organisers/Directors, who will take decisions on actions required. One week prior to the event the Event Directors, Emergency Co-Ordinator, Chief Marshal, Deputy Chief Marshals and the Health and Safety Officer will meet to discuss any scenarios of a serious nature and the way in which they will be dealt with.***

### Equipment Issues

***Regular checks will be made.***

### Public Safety

***The public will be advised through Marshall’s and volunteer workforce ant any appropriate point it is required, should there be an incident or requirement to do so.***

### Cancellation

***Cancellation as appropriate or required.***

# Risk Assessment

A full risk assessment has been conducted by ***Name.*** The Risk Assessment is attached. As this is a Rotary event the Risk Assessment is in the format required by Rotary insurers.