

# Guidelines For Locally Organised National Events



- 1 The Association is prepared to approve the local organisation of certain National Scout Events. Examples are the National Sailing Regatta and the National Scoutcar Races. These guidelines briefly set out for the benefit of those considering putting forward proposals to run these National events (a) how to go about applying for approval to run such an event; and (b) some of the issues which may arise.
- 2 The actual organisation and operation of such an event does not differ much from the arrangements that are appropriate for a major County or District event. It is assumed that those applying to run a National event will have had suitable experience at County/District level (if, indeed, they have not already contributed to the running of a national event) and will therefore be generally familiar with what is required.
- 3 In most cases, a local team representing a Region, County/Area or District will identify a particular event for which they have expertise and which they consider will be attractive to the Membership of the Movement. At this stage, advice and help may be available from the Activities Office at Gilwell Park. After approval to run the event has been given, the assistance of the Activities Office will be available to the organisers, particularly in relation to previous events and specific details.
- 4 Before embarking on the detailed planning, the approval of the relevant County/Area Commissioner(s) must have been gained. Headquarters approval should be sought by submitting the [Application Form](#). The process of completing the form will highlight some of the key organisational issues that need to be addressed at the outset, such as the scale and location of the operation, the need for overnight accommodation (if any), the involvement of GirlGuiding UK and/or a local Agency/Authority/Club, and so on.
- 5 An approved National event is very much a shop window for the Association, and it is important that the highest standards of administration and operation are in evidence throughout. Headquarters will require there to be a structured post event evaluation for the benefit of future organisers of similar events.
- 6 When requested, the support available from Headquarters to local organisers can include:
  - a) The attendance at relevant meetings of staff and National Advisers as may be required by the organising team. This should not be seen as a permanent part of the team, but rather as support and advice at the early stages, and/or in relation to technical matters;
  - b) Publicity through ScoutBase UK, Scouting Magazine and the Activities Newsletter;
  - c) The production of Entry Forms (to the organiser's design), for downloading from the internet;
  - d) The supply of Trophies from the national pool where these exist;
  - e) VIP invitations: for approved National events, VIP invitations are produced and despatched by Headquarters after discussion with the organising team; and
  - f) The attendance of at least one member of the National Activities Team at the event itself.
- 7 There are three key matters on which Headquarters will require detailed information at a suitable early stage in the planning:

## **The Financial Arrangements:**

The organising team must accept full responsibility for the financing of the event. Most approved national events are run on a notional "no profit/no loss" basis, but the budgeting arrangements must make it clear which Scout authority is (a) providing any necessary "float"; and (b) taking to credit/debit any net balance when the event accounts are closed. It is important to identify all the costs involved in mounting the event, and to set a realistic entry fee to cover all those costs. No sponsorship arrangements should be sought or entered into without the prior approval of both the County/Counties concerned and of Headquarters.

## **Safety - Insurance:**

All activities must be carried out in full compliance with the Association's Rules and Authorisation Schemes. Headquarters will advise the organising team on the necessary insurance cover. Any indemnity sought by a hosting club or authority must be referred to Headquarters.

## **Public Health - Hygiene:**

Although national events are no different from other major Scout events in their requirements for toilet and changing facilities, catering outlets, etc., these facilities can come under considerable "peak load" pressures, and a significant degree of public scrutiny. The organising team should ensure that its arrangements, including those for supervision on the day of the event, are fully adequate.

- 8 All enquiries should be addressed to the Programme and Development Department at Gilwell Park.

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