

## ORGANISING TOURNAMENTS AND COMPETITIONS

### Club Events

If you are organising an event at club level it is advised that the Club purchases a “Safe Sport Events Pack” from the NSPCC - (Tel: 0116 234 7224) or via e-mail at [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk) or online at <http://www.nspcc.org.uk/inform>

As a minimum practice you should ensure that you follow as much as the framework below as is possible:

Purpose of Event	Social, competition...	
Planning	When? Where? Who? Risk assessment of activity	
Communication with Parents	Travel arrangements Times, venues Dates of competition Consent forms Emergency procedures	
Venue	Risk assessment	
Supervision and Staffing	Ratios of adults to young people Staff checking & recruitment Roles and responsibilities Staff training	
Emergency Procedures	Medical information How will emergencies be managed? Who has responsibilities?	
Registration	What is the process for registering in the competition Parental permission	
Documentation	Register of participants Player information Consent forms Programme Codes of Conduct	