**Events and Away Trips**

**Guidance**

**Policy and Procedures**

Master Kindred Martial Arts (MKMA Karate)

Written: 27th April 2021

Latest Review Date: July 2026

To Be Reviewed with Intervals No Greater Than 2 Years

**Reviewed last**: 30/07/2024

**Reviewed By:** J. Rowberry

**Signature:**

**Introduction**

This briefing is for anyone responsible for planning and running events or trips for MKMA Karate students such as training on fields, in parks or other areas that are open to the general public. It provides essential guidance for event organisers on how to address the particular challenges presented by these more open sites.

Safe and appropriate planning must include procedures for reporting safeguarding concerns, accident and incident reporting, participant registration and appropriate first aid provision.

Safeguarding arrangements need to take into account the needs of any child or young person attending the event in any role, including members of the public.

Any instructor wishing to plan an event or activity must advise the MKMA administration team.

**Pre-Event Site visit**

Where events are being organised in new locations or have not held an MKMA karate event for some time, it is a good idea to perform a pre-event Site visit. This will allow the event organiser to fully understand the location and facilities available so they can plan and run a fun but safe event.

A pre-event site visit should look into details such as:

* Identification of all entrances and exits to the event area – and the security of any boundary fences, hedges or walls.
* Any specific potential risk features (e.g. lakes, rivers, buildings, equipment etc.)
* Specific points where the public may come into contact with students (e.g. toilets, cafes, shops etc.)
* Checking that the facilities and activities are accessible for disabled students
* Establishing whether other activities will be held on the site at the same time
* Mobile Phone signal (in case of emergency)
* Suitability for activity

**Weather Contingencies**

When training outside it is important to have suitable weather contingencies in the event that the weather makes training outside hazardous. Having these contingencies in place will ensure that classes and events can continue.

Good practice is to monitor the weather on the weeks leading up to the event and keep all event participants informed. Event managers should consider alternative training/event locations if necessary or alternately consider postponing the event.

If an event manager deems the weather inappropriate for the event and there are no suitable contingencies in place, the event should be cancelled, and all participants informed.

**Events Held in Places Such as Organised Activity Centres**

In the event that an MKMA karate club wishes to organise an external event located at places such as an organised activity centre, it is the event organisers responsibility to ensure that they obtained a copy of the activity centres risk assessments. These risk assessments should be used by the event organiser to inform their own risk assessment of the planned event.

The event organiser should ensure that there is an appropriate level of insurance provided by the activity provider.

Appropriate consent forms must be completed by all attending participants. These event forms should contain details such as emergency contact information, medical information, and parental consent where necessary.

**Social Events**

Throughout the year MKMA karate clubs may wish to run social events such as Christmas parties or other events. Where these events are held in class appropriate risk assessments should be put in place for any activities carried out. for example, if the event organiser arranged for a bouncy Castle to be hired, an appropriate risk assessment should be put in place and submitted to the MKMA karate administration team.

MKMA karate holds no responsibility for the actions or conduct of students/members on social events which are not part of the MKMA karate curriculum. During such events MKMA karate instructors will not take any personal responsibility for students. Students under 18 years of age must be accompanied by a responsible parent/Guardian.

Where MKMA karate students/members are out in public wearing MKMA Karate clothing or merchandise, they are expected to act responsibly within the codes of conduct.

**Handling of Money for Events**

Where possible all money should be handled digitally via the MKMA Karate website. This ensures that there is a digital trail of all money handled. Alternatively, money can be paid directly into the MKMA business bank account with appropriate instruction given as to how the individual should label their reference.

Where cash is handled, this should be noted down physically using a money received sheet such as the example in annex 1. Then, at the earliest possible opportunity, the cash should be handed to either the event organiser or the MKMA administration team.

When money is paid for a specific event the event organiser should be notified so that they may keep their records up to date.

**Amenities**

When arranging events and activities it is important for the event organiser to consider the local amenities available to students/members.

For events/activities lasting more than three hours there should be appropriate toileting and hand washing facilities as well as freshwater available. Students/Members should be advised of the amenities available before commencement of the event.

**Overnight Stays**

MKMA Karate insurance does not cover overnight stays, as such MKMA Karate cannot operate overnight activities. Where events span multiple days MKMA may suggest local accommodation such as bed and breakfasts or campsites but cannot and will not be held responsible as it will be the individual’s responsibility to organise this.

Where activities or events do span multiple days, clear timetable events will be published for the event. MKMA Karate has no responsibility for students/members outside of published event times or if the student has not attended the event, part or in full.

Annex 1

|  |  |  |  |
| --- | --- | --- | --- |
| Event Name |  | location |  |
|  |
| Student First Name | Student Surname | Amount received | Date | By |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |