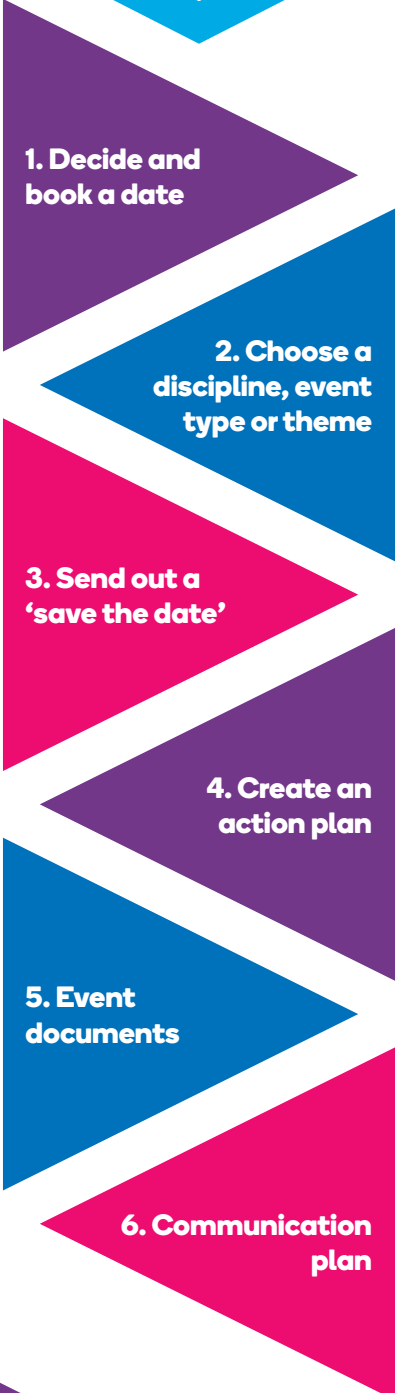




Planning the event



- Check the chosen date does not clash with other local events.
- Ensure the workforce needed are available for the chosen date.
- Consider if your members are likely to be free on this date – take in to consideration summer holidays for example.
- When choosing a date for your event, ensure that you allow enough time for planning.

- Send a save the date and any initial important information out at an adequate time prior to the event.
- Promote through your own social media or website and approved contact list.

- Event handbook, including information for judges, coaches and volunteers.
- Entry forms including medical and emergency details.
- Finance spreadsheets (income and expenditure).
- Fundraising and sponsorship documents.
- Venue or hire agreements.

- Ensure the chosen venue has the relevant equipment for the event you require.
- Create a floor plan with the equipment set-up.
- Update or complete an 'event' specific Risk Assessment.
- Ensure the chosen venue allows adequate room for the event discipline and other required persons such as spectators and judges.

- Consider if you would like to invite or need any external suppliers or contractors at your event, for example leotard stalls.
- Fundraising and sponsorship**
 - Consider if any local companies or businesses would be interested in sponsoring your event – make initial contact
 - Consider any additional fundraising that you might need to do before the event
- Choose workforce and consider tasks, roles and responsibilities
- List all documents that are required for the event
- Share event information and action plan with relevant event staff

- Communicate with all workforce on roles and responsibilities.
- Provide a clear open and closing date for event entries.
- Promote key information via social media posts or an approved contact list.
- Communicate with clubs and organisations that have shown interest.

Organising and delivering the event

Gather final entries and enter the data into an event spreadsheet to arrange gymnasts into correct level and age groups – this can also be used as the event day registration list.

Adhering to the principles of GDPR, use an event spreadsheet to record allocated roles and responsibilities to your workforce. Include any additional volunteers that you may have for the event.

In compliance with GDPR, use an event spreadsheet to record any medical or health issues that your event entries or workforce may have. Also record all emergency contact details.

1. Event spreadsheet

Create the event running order or event schedule by using the event spreadsheet. Securely send out first draft to all entered clubs and organisations.

Confirm any presentations or award ceremonies and running order of these.

Use your event schedule to work out the number of medals needed and place an order with your chosen supplier. Update finance spreadsheet once costs are confirmed.

Make any changes to the event schedule if needed based on feedback from organisations participating, continue to circulate out as updated.

Print and organise documents:

- Event schedule, running order and timetable
- Score sheets and judging slips
- Presenter script, including introduction
- Registration documents
- Signage
- Certificates (if applicable)
- Accident and incident forms
- Health & safety plan and risk assessments

3. Prepare all event day resources

- Arrive early to ensure the venue is set up correctly, including all additional areas of the event such as refreshment areas, judges or scoring tables, spectator areas, gymnast only areas. Any areas of the venue that are not in use or accessible during the event need to be clearly marked.

- Hold a workforce meeting to ensure everyone knows what is expected of them, answer any queries from your staff.
- Ensure all resources and documents are in the correct place and easily accessible for those who need them.

- Complete a 'safety check' once everything is in place.

4. Event day

- Tidy up the score sheet
- Send feedback questionnaire to relevant persons
- Book a 'Save the Date' for next year
- Prepare a 'thank you'
- Securely email out all the above to the attending clubs and organisations
- Thank all workforce and volunteers
- Reflect on what went well and what could be improved on for the next event

5. Post-event

Working together
for a safe return
to gymnastics

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