

## SCA Recreation Event Organising Committee (EOC) TERMS OF REFERENCE



*This applies to committees responsible for organising recreational events such as Tay Descent, Wet West Paddfest, Go Canoeing Tours.*

### **Aim**

The safe, fun and effective organisation of a specific event, activity or series of activities.

### **Objectives**

- Organise an event, activity or series of activities in a safe, fun, and effective manner

### **Process/Meetings**

As decided by the EOC. This can include physical meetings, telephone conference calls, email discussions or suchlike.

### **Delegation**

The EOC has delegated responsibility for delivery of the nominated event and all actions required for this. The EOC should submit a budget to the Recreation Committee for approval and work within this. Any significant deviation from budget/plans and any items of a strategic or commercial nature will be referred to the Recreation Committee and/or SCA Board for approval. The EOC is not delegated to enter into any financial or contractual arrangements for the SCA beyond those directly relevant to the event. Other SCA policies and guidelines apply (e.g. sponsorship policy).

The EOC will liaise with SCA Events and Communications Officer prior to entering into any contracts or major purchases.

### **Finance**

The EOC will submit an event budget (usually given at the start of the year) to the Recreation Committee and work within the approved outline. Significant deviations from the budget or incidents/actions that may have an impact on the approved budget should be passed to the Recreation Committee before action is taken.

### **Membership**

The EOC will consist of those volunteering to help organise the event. All members of the EOC must be SCA Voting Members. In the event of more than people volunteering, the Recreation Committee will either approve the increased number or liaise with the SCA appointments committee to resolve the issue. This will typically be an election of SCA members.

The EOC will appoint the following support functions from within its membership

- Event Organiser
  - Event Safety Officer
  - Event Safeguarding Officer
  - Treasurer (write and monitor budget)
- (one person may hold more than one position)

### **Reporting to Board**

The EOC will provide an update of activities for the Recreation Director before each board meeting.

### **Reporting to Membership**

Event Committees will provide a summary of the event to the Recreation Committee, and where appropriate, this will be for publication in Scottish Paddler and the SCA Website.

### **Appointment of new Event Organising Committees**

The Recreation Committee/Director or SCA Staff will liaise with any new group coming forward to organise any event within the SCA organisational structure. The requirements to work within the SCA (financial, safety, etc) and level of support that can be offered will be discussed. If the Recreation Committee feel that a new EOC needs to be created, this will be completed and summarised in a report, which is sent to the board for final approval.

### **Event Safeguarding Officer**

- Implement the SCA safeguarding policy and procedures specific to the event
- Respond appropriately to disclosures or concerns which relate to safeguarding at the event

### **Event Safety Officer**

- Implement the British Canoeing Event Safety Requirements relevant to the event
- To arrange the completion of event risk assessment and safety plans before passing to the Recreation Committee Event Safety Officer
- Ensure all accidents and incidents at the event are correctly reported in accordance with British Canoeing guidelines, and encourage the committee to document and report for analysis near misses and accidents

### **Review**

This document will be subject to annual review.