**ENSA Societies & Sports**

**Events Policy**

**Summary**

This document details the policy and processes, for Societies and Clubs running successful events. This is required for any student activities and will align with the various other policies which ENSA’s Sports Clubs, Student Societies and their committees and members should relate to.

**Effective Date:** 12/04/2023

**Approved by:** Student Engagement Team Lead

**ENSA contact:** Head of Student A

**Last Reviewed/Updated:** 09/08/2024

**Date due for review:** June 2025

**Applies to:** Sports Club & Society Office Holders/Members

1. **Event Planning**
	1. All proposed sports club/society event plans must be submitted using the Events Form (available in the [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
	2. Events plans must be approved by the ENSA Student Activities Team, before the proposed event can take place.
	3. Failure to submit a valid Events Form and/or holding an ‘unapproved’ event may lead to disciplinary action.
	4. Unapproved events will not be covered by ENSA’s insurance and are held entire that the organisers’ own risk.
	5. Costs for unapproved events will not be reimbursed from the club/society funds.
2. **Event Costs & Expenditure**
	1. Sports Clubs/Societies must have enough funds to cover all costs of the proposed events in full, prior to any supplier agreements being signed by the ENSA Student Activities team.
	2. If a club/society does not have enough funds, tickets/deposits should be sold (via the ENSA ticketing platform – Native) to build funds – if ‘pre-sales’ do raise enough funds to cover the full cost, the event shall be cancelled, and members will be refunded.
	3. All Balls & Dinners must comply with all food safety and labelling regulations, and ensure dietary requirements are facilitated.
3. **Adhering to the Health & Safety Executive Guidelines**
	1. All events organised must adhere to the Health & Safety Executive Guidelines: <https://www.hse.gov.uk/event-safety/>
	2. ENSA must approve an event risk assessment, as well as obtain a copy of the venue risk assessment.
	3. For events outdoors, clubs must ensure they have the permission from the council or land/facility owner (ENSA will not approve ‘dangerous’ activities, such as bonfires and pub crawls)
	4. Large scale events must have a named point of contact (event manager/lead), who shall have responsibility for ensuring that the safety of the participants is monitored for the duration of the event.
	5. Committee members have a duty of care to ensure all members can arrive and exit the venue in a safe matter (if students have consumed alcohol and are inebriated, it is the committee’s responsibility to ensure they get home safely).
4. **Working with External Travel Providers (holidays)**
	1. ENSA shall not approve the use of club/society funds to cover any costs for holidays arranged through external travel providers. Members wishing to attend these events must cover the full costs personally, paying directly to the travel provider.
	2. Holidays arranged though external travel providers shall not be deemed an ‘ENSA activity, nor covered by ENSA’s insurance. Members are individually responsible for ensuring that the travel provider is reputable, meets all required health & safety standards, and provides adequate support and contingencies, as well as securing their own travel insurance.
5. **Breach of Policy**
	1. Failure to follow the policy outlined above will result in disciplinary action being taken, against individuals, full Committees and/or entire Clubs/Societies. (See ENSA’s Sports & Societies Disciplinary Policy available in the [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).