Hants & Berks Motor Club Ltd - Events Policy

Introduction

Hants & Berks Motor Club Ltd organises various types of events for the benefit of the Club and our members.

Policy Aims

The purpose of this policy is to:

- Assist Hants & Berks Motor Club members to plan and execute events that are successful, safe, entertaining and profitable.
- Promote good practice in event planning and execution which encourages the development of positive events for all.

Policy Principles

- The welfare of our members is paramount. Hants & Berks Motor Club Ltd has a role to play in protecting our members from harm.
- Everyone, regardless of age, ability, culture, race, language, religious beliefs, sexual or gender identity, has equal protection rights.
- Safety is everybody's responsibility. All volunteers and Club members have a responsibility to respond positively, swiftly and appropriately in response to any concerns, that may suggest a child or adult is at risk of harm.

Responsibilities

Members of Hants & Berks Motor Club Ltd. Committee will:

- Embed this policy and work according to its principles.
- Promote and publicise this policy with all members.

Members of Hants & Berks Motor Club Ltd. will:

- Act according to the principles of this policy and associated procedures.

1. Planning and Approval

- **Define Goals**: Be clear about the event's purpose, scale, and target audience.
- **Approval Process**: Submit a detailed proposal (objectives, date, venue, budget, risk assessment) to the Committee for approval at least 2 months before the event.
- **Budgeting**: Set a clear, realistic budget for venue, catering, and entertainment, adhering to strict financial boundaries using the approved template[1].
- **Scheduling**: Ensure the date does not conflict with major club activities, academic deadlines, or other community events.

[1] Event Risk Analysis Template V01.xlsx

2. Legal and Risk Management

- **Risk Assessment**: Conduct a thorough risk assessment to identify and mitigate hazards using the approved template[2] (discuss with Hon. Club Secretary).
- **Insurance**: Ensure public liability insurance is in place to protect organizers and participants. Submit a timely request for an event permit to Motorsport UK[3] as appropriate (discuss with Club Chief Marshall).
- **Licensing**: Check if you need a Temporary Event Notice (TEN) for alcohol, late-night entertainment, or public land use, which must be submitted well in advance.
- **Data Protection**: Handle attendee information securely, complying with GDPR standards (e.g., not sharing attendee lists without permission).

3. Venue and Logistics

- **Accessibility**: Ensure the venue is accessible to people with mobility issues, including appropriate toilet facilities.
- **Capacity**: Confirm the venue's capacity and manage ticket numbers accordingly.
- **Contract**: Secure written booking confirmation for the venue(s) (Start and Finish).
- **Safety Measures**: Implement necessary security, parking, and ensure hazards identified in the risk assessment have been appropriately mitigated.

4. Financial Procedures

- **Accounts**: Maintain separate accounts for the event if needed (consult Club Hon. Treasurer).
- **Ticket Management**: Use a designated person (usually the Hon. Treasurer) to track ticket sales and payments.
- **Cashless Transactions**: Discourage cash transactions, preferring a designated bank account for transparency.

5. Promotion and Execution

- **Promotion**: Use multiple channels for promotion, including social media, flyers, and word of mouth (see HBMC Advert Policy).
- **Signage**: Ensure necessary signage is in place, especially for public events.
- **On-the-Day Support**: Have a dedicated team for tasks such as meeting entertainment, managing entry, and cleaning up afterward.

6. Post-Event Procedures

- **Finalise Accounts**: Close out all invoices and report back to the Committee on the final budget.
- **Feedback**: Conduct a debrief meeting to determine the event's success and note any future improvements.
- **Thank You Notes**: Send gratitude to volunteers and participants to foster goodwill.

This Policy was last reviewed by Hants & Berks Motor Club Ltd. on 25th October 2026

[2] HBMC Event Budget Template v01.xlsx
[3] Applying-for-an-Organising-Permit-v.3.0.pdf