

MCofS Mountaineering Activities: EVENTS PROTOCOL

APPENDIX 4 Mountaineering Events Checklist



The following checklist is to help make sure all steps have been completed when organising an event. These are not exhaustive and not all items will apply to every trip.

What	Detail	Check
Aim	Purpose of Event	
	Detail of activity to achieve the aim	
Information (for Host / Guest / Volunteer / Novice)	Itinerary (where, when, times)	
	Application Forms (including consent forms, relevant experience info. and declarations)	
	Costs, payment and admin procedures	
	Briefings (pre-meet, local, event arrival / daily and end meet)	
	Background Information on activity	
	Gear and clothing requirements for activity	
	Expected conduct during the event	
Venues	Risk Assessments	
	Gear Requirements	
	Drop-off and pick up points / meeting points	
Transport	Risk Assessment	
	Drivers details (licence, insurance)	
	Seat belts	
	Journey Times	
Staff & Volunteers	Roles and Responsibilities	
	Ratios for activities	
Emergency Procedures	Emergency Procedures	
	First Aid (equipment and First-Aiders)	
	Reporting Procedures	
	Medical conditions and allergies	
	Emergency contacts for parents	
	Emergency contacts of parents	
	Insurance, liability, accident	
	Contacts: mobile numbers	
Accommodation	Suitability (where, what type)	
	Risk Assessment	
	Security	
	Health and safety (fire regulations etc)	
	Catering (arrangements for food and cooking), special diets, allergies	
	Room lists (male / female) (children)	
Additional considerations for International Meets and Exchanges	Risk Assessment & security	
	Hosts vetted	
	Hosts aware of special requirements	
	Transport arrangements	
	Telephone and email contacts	
	Local maps, guides and information	
	Local laws, customs and culture	
	Local currency, food and drink	
	Inoculations (if required)	
	Emergency plans and services	
	Insurance cover for travel, rescue and medical	
	Documents (e.g. E111 Form for EU), Travel tickets, Bail Bonds	
	Embassy / Consulate details	
Passports & Entry Visas		