

Things to remember when

RUNNING A SPORTING EVENT

Insurance:

You are covered for Public Liability but should check to see if the venue you are using is also covered. There should be an agreement between the Junior Achievement company and the venue as to who would make a claim if necessary. Junior Achievement insurance also covers damage to the venue. You should make an entry check of the venue and note any existing damage and make an exit check so you can see if any damage caused was by the Junior Achievement event.

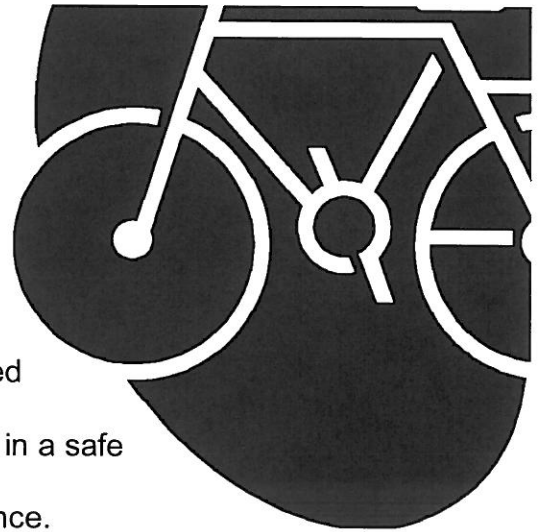
You should agree with the owner of any equipment used who would make a claim if necessary.

Cash is NOT covered by insurance so PLEASE keep it in a safe and secure place.

Car parks are not covered by Junior Achievement insurance.

Personal belongings are not covered by Junior Achievement insurance.

Company members are NOT covered for personal injury.



Health & Safety:

As the potential for injury is high at a sporting event, we suggest you have a person trained in first aid with an adequate first aid kit present.

If you are organising a class (eg. aerobics) the instructor must be qualified to teach such a class. The class should be aimed at the level of the people taking it.

Fire exits must be clearly marked and an exit plan decided before the event.

Correct lifting procedures should be used for carrying heavy equipment.

The equipment must be stable and not likely to cause personal damage.

The electricity supply must be suitable for any equipment.

Legal responsibility:

Alcohol is NOT permitted at any Junior Achievement event.

Any food sold at the event must be pre-packed and have a best before date of more than 3 months unless professional caterers have been contracted.

General:

You should think beforehand what you will do if unforeseen circumstances occur, such as power failure, personal injury etc. and formulate a plan. How will you cope? Do you have enough company members available to staff the event properly throughout its duration?

Certain sports are prohibited, such as Go Kart Racing, so check with the Junior Achievement Office if you are unsure as to whether you can run a particular event.