



Emergency Procedure for County competitions, training and events.

This emergency procedure may be implemented for a number of reasons including:

- Extreme weather conditions including:
 - Flooding
 - Low temperatures and snow
 - Heat-wave
 - Storms and gales
 - Drought
 - Tornadoes
 - Heavy fog
 - Blizzard
- Loss of power
- Fire
- Closure of the facility
- Health and Safety issues within the facility being used

The decisions made regarding the conditions on the day of the event lies with the County Chair, or Vice-chair if the Chair is unavailable. The decisions will be made following discussion with the County discipline representative and the event organiser (if different from the Discipline Representative).

Information will be obtained via internet links, radio announcements and the relevant authorities. This information may come from the police, the HSE, fire brigade, the meteorological office, the Sussex Community Risk Register (CRR) and central or local government.

Procedure

In the event of any one of the conditions the event/training/competition organiser/discipline representative must contact the County Chair to discuss a plan of action. They must not take a decision until contact and discussion has taken place with the County Chair (or Vice Chair in their absence). The final decision will rest with the County Chair (Vice Chair)

In making the decision information provided by the sources previously mentioned will be sought on an on-going basis. Any decision will be made with the best interests of the safety and welfare of all participants and officials involved in mind. Questions will be posed such as:

Will travelling pose a significant risk?

By continuing or starting an event, will participants/officials be encouraged to travel when advice suggests non essential journeys should not be made?

Are there **any** issues relating to the welfare of those involved?

If a decision is made by the County Chair to cancel or stop an event, training or competition, the following procedures must be carried out:

The County website www.gym-sussex.org.uk and Facebook site must be updated indicating the decision that has been made and the time it was made.

If this cannot be carried out a note must be made, prior to the day, indicating that the website will not be updated. The information to be placed on the website is to be relayed to the administrator by the County Chair (Vice-chair) only.

Once a decision has been made, the coach indicated on the entry form, or the responsible coach, will be contacted. It is important that the coaches contact details are numbers that they can be contacted on prior to and throughout the day of the event. This will be carried out by the Chair and relevant County Discipline Representative. It is then the responsibility of the Club's coach to advise all parents, gymnasts, judges and club officials of the situation. The judges who have agreed to take part at the 'event' but are not attending with a specific club will be contacted by the Chair and Discipline representative. It is, therefore, imperative that the Club has the means to contact all parties involved in the event with them to relay the information.

IT IS NOT THE RESPONSIBILITY OF THE COUNTY TO MAKE CONTACT TO INDIVIDUALS NOT PREVIOUSLY STATED.

Signage must be displayed at the event.

In the case of cancellation mid-way through, an announcement must be made to the participants and spectators and separate discussions must take place with the coaches and officials in attendance passing on the decision made.

Consequences

If the event is cancelled, entry fee refunds will be made to all Clubs for gymnasts who have not taken part due to the event cancellation. It is then the responsibility of the club to pass on the refund to the individual. The refunds will be processed by the relevant County Discipline representative and the County Treasurer.

The County discipline representative will endeavour to re-schedule the event at the earliest opportunity, if applicable.

In conclusion

The above procedures are a guideline. The situation may be constantly changing and therefore the review process will be on-going.

It will always be the ultimate decision of the County Chair, or Vice Chair in the Chair's absence, whether an event runs or continues, taking into account the safety and welfare of all involved.

There is no substitution for common sense and improvisation. All aspects of the scenario at the time will be taken into account to ensure the welfare of all parties.