

EVENT ORGANISERS PROGRAMME CHECKLIST 2012

Designing your event programme

2014



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EVENT ORGANISERS PROGRAMME CHECKLIST - 2014

EVENT TITLE AND LOGOS

This checklist aims to assist you in making your application to organise an event which can be approved by UIAA Youth Commission. You should include the following in your advert. If you have other suggestions please contact us. Everyone would like more international participants and how your programme is presented greatly affects this.

A. Name of UIAA Member Association organizing the meet: Full name, address, telephone, fax, email of federation contact person.	
B. Name of designated or UIAA/Member Federation approved organiser if different	
'UIAA Youth Commission' or 'UIAA Global Youth Summit' should be written next to the organizing association in the document header and on any website created for the event.	
A 'UIAA Youth logo' or the relevant years 'UIAA Global Youth Summit' logo should be placed in the event information, on the UIAA website and on the hosting Federations website.	
The organising Federations and or organisers logo and sponsors logos to be included Event info should include the UIAA Global Youth Summit page link	
ACTIVITY AND MEETING PLACE	
Title of meet, activity and place:	
Date: (exactly) and location:	
Description of location where the camp/activity will take place: Mention which mountain region and part of the country. Include a photo/ photos of the place. Clear location map of any meeting points. How to reach the meeting point by train (nearest station), plane (nearest airport) and by road from North, South East or West as appropriate. When participants can join (last date and time) and if they can only come for part of it or daily	
EVENT AIMS OBJECTIVES AND OVERVIEW	
Aims and objectives of the camp/activity: For example sporting, social, integration, environmental. Why is it unique or special?	
Programme overview: Objectives, estimated difficulty (for example climb grade and short description) is required.	
WHO IS THE EVENT FOR AND EXPERIENCE LEVEL REQUIRED	
Who is the camp for (participants): Ages, experience and competence level required of participants E.g. climb UIAA V, swim 50m etc., what kind of physical condition. How many participants per federation can be sent? Whether an adult or leader/coach from the organisation needs to attend and their level and or qualifications. Any Visa information required from participants needing a visa and by when	
DETAILED PROGRAMME AND FOOD/ACCOMODATION	
Detailed programme: Dates, expected start and finish. Programmes stated to be provisional subject to change according to weather conditions and the ability of the group etc. Length of activity day expected, height gain/day if mountain walk/climb, type of climbing etc. Any other activities included. Evening activities, presentations, meet statement etc.	
Accommodation. Refuge, tent, mountain bivouac site: If high mountain programme include proposed heights of bivouacs (m) Whether there is a choice of accommodation or it is fixed.	
Board/Meals: What is provided and what have the participants to bring? E.g. their own snacks for the mountain. Say what is included and what is not.	
MANAGEMENT TEAM AND LEADERS	

<p>Management Team and leaders: Who is the official event organiser? Contact number, mobile during the event or Federation office number who could access the event organiser quickly if necessary. Qualifications of leaders and whether each has UIAA or federation (professional or volunteer) leader accreditation. If it is an event is like a BMC international meet where it is a gathering of climbers rather than formal instruction this is a different situation – please ask. Usually the less that is known about the leadership and qualifications within your country the more likely it is to work better with participants attending with their own coaches or the level of participant experience may be increased. Observers or UIAGM guides may be sent.</p>	
<p>UIAA YOUTH PROGRAMME CHECKLIST 2014 <input checked="" type="checkbox"/></p>	
<p>EQUIPMENT</p>	
<p>Equipment list: Basic list. Mention what can be provided to participants if necessary and when full list will be sent. Mention a camera for any photo, information sharing or event CD if you plan to produce one. Video camera etc. Equipment should be UIAA standard. Whether the event will provide any sponsor test equipment or if it can be borrowed. Participants should bring a copy of their passport as well as insurance certificate.</p>	
<p>PRICE AND PAYMENT</p>	
<p>Price (number in EUR or USD): State when fee should be paid – E.g. on arrival or another way State what is included in the price, e.g. food, accommodation, transport etc. State if anything is not included in the price How it should be paid - options Price is usually kept under 350 euros/person for a weeks activity. Please state if any participants may apply for travel support from your Federation. We aim to offer something special for a good price that doesn't appear as just other commercial event. If the event is an ARISF supported event, registrations may be taken through the UIAA Office</p>	
<p>REGISTRATION PROCEDURE</p>	
<p>Registration deadline & Request to fill in application form: "Federations and the accompanying youth leaders are advised to review the programme content, <i>prepare well</i> their participants for the experience and contact organisers with any questions." Exactly how the participants register and website address of Federation information if available. Registration closing date.</p>	
<p>EXTRA INFORMATION IF APPLICABLE</p>	
<p>e.g. camp behaviour rules/unusual culture, preparation info, special environmental considerations. Behaviour of participants is mainly the responsibility of the sending federation leader. Whether local rescue is available from the area (for expeditions). Any other information or risks that participants should be aware of.</p>	
<p>TRANSPORT DURING THE EVENT</p>	
<p>How will participants be transported or collected from their arrival point? This information should be supplied on request if it isn't in your programme.</p>	
<p>PARTICIPANTS INSURANCE CERTIFICATES Let participants know that they should be insured to partake in the event – rescue and repatriating, travel and third party liability. See Insurance information for more details. Good value insurance is available with some mountaineering Federations covering participants from any country like OEAV and also from other commercial providers of travel insurance for doing mountain activities and climbing.</p>	
<p>HOW SHOULD THE EVENT BE PRESENTED TO THE UIAA YOUTH COMMISSION FOR APPROVAL?</p>	

See media guidelines below.	
EVENT WEBSITE	
It is not mandatory to create an event website but it enhances the publicity of the event. If existing it should contain the UIAA GYS logo on event approval, any event video clips and a link to the UIAA GYS Facebook page.	
PARTICIPANT EVENT APPLICATION FORM	
This should be submitted with your programme proposal. Content depends on your event but please check examples from the UIAA website and ask if you are not sure what information is needed. Usually an acknowledgement of the risks involved in undertaking adventurous activities in the mountains if applicable is included.	
PHOTOGRAPHY AND VIDEO AT THE EVENT	
If TV and media are expected at the event this should be mentioned. It may be that participants U18 and their parents will need to consent to their image being used.	
MAKE IT SOUND FUN - EXCITING AND WORTH TRAVELLING TO – SOMETHING UNIQUE OR NEW	



Media guidelines:

How should your event programme proposal look when submitted?

- Submit initially the programme as a MS word file so any changes can be made, size under 1MB with compressed images of at least 300dpi per file.
- Submit along with the participant application form and any parental consent
- Take on any recommendations and decide on a final draft
- Give to your graphic designer & produce a file for the UIAA website and distribution to UIAA member Federations
- Contact the UIAA Office for their media guidelines as necessary

Criteria & recommendations for UIAA Youth Commission or UIAA Global Youth Summit Activities

To help UIAA member associations the UIAA Youth Commission has developed criteria and recommendations for international youth events. Youth events organized by member associations that meet the criteria can be approved by the UIAA Youth Commission for inclusion on the UIAA calendar as a UIAA approved event.

The UIAA Youth Commission coordinates events, holds good practice seminars, and provides training opportunities for organisers of international events. Reports from previous events and seminars, and the official calendar of youth events are published on the UIAA website www.theuiaa.org.

Criteria for UIAA Youth Commission approved youth activities

The UIAA Youth Commission welcomes requests for inclusion in the calendar for youth activities that reflect the values of the UIAA, such as respect for equal opportunities and protection of the environment (e.g. as described in the UIAA Summit Charter).

1. The organizing federation or their designated provider or partner of the youth activity must:

- Be a Member Association of the UIAA.
- Have liability insurance that includes youth activities
- Accept full responsibility for the project and the safety of participants.
- Apply for approval on the UIAA Youth Commission application form.
- Ensure that leaders for the activity are appropriately qualified and experienced.
- Ensure that activities are appropriate for the age and experience of the participants.
- Ensure that some of the organizers and leaders speak good English and if possible the language of the expected visitors.
- Within 2 months of the activity being completed provide UIAA YC with a report including a list of the leaders with their mountaineering qualification and a list of participants (names, addresses and countries / federations represented).

2. Other Recommendations

- Apply well in advance so that the UIAA YC has an opportunity to consider your proposal.
- Have within the leaders of the activity a medically trained or qualified person with first aid equipment.
- Inform the media about the project.
- Offer some extra support to participants from low income economies.
- Send all participants, participating federations and other UIAA Member Associations a copy of the report and photographs.

3. Conclusion

Let's go **together safely** to the mountains! For your group make sure you have the right:

- Objective
- Weather and conditions
- Leaders
- Equipment

ADDENDUM:

Required Documentation:

- Invitation with standard application format,
- Detailed programme and participant registration form
- Mountaineering professional/technical qualifications of activity leaders
- Copy of your insurance
- Application form

**FOR MORE INFORMATION READ THE UIAA GLOBAL
YOUTH SUMMIT HANDBOOK**

INFORMATION – RECOMMENDATIONS FOR PARTICIPATING AND ORGANISING FEDERATIONS



RECOMMENDATIONS FOR PARTICIPATING FEDERATIONS

CREATING AN APPLICATION FORM FOR YOUR PARTICIPANTS

• **Participating federations create their own application form** for their applicants in their own language which should contain **parental consent form**, **experience form** and **information about relevant medical conditions**.

U18 PARENTAL CONSENT

- A detailed parental consent form is required if participants are under 18.

PREPARE PARTICIPANTS WELL

- It is recommended that federations prepare their participants well for the organisers programme and **ask any questions of the organiser about the programme**.

POTENTIAL RISKS - PARTICIPANTS OR PARENT/GUARDIAN DISCLAIMER

- It is recommended that Federations should draw to the attention of participants potential risks and that the participant should sign to acknowledge these.

SHARE ANY RELEVANT MEDICAL INFORMATION

- Federations are encouraged to provide relevant medical information about their participants to the organising federation prior to the camp/activity **and make this medical information available before and during the camp to the organisers**.

IN CASE OF ACCIDENT OR NEAR MISS AN ACCIDENT REPORT FORM SHOULD BE COMPLETED

- **In case of an accident the participating federation leader and participant will be expected to complete accident report forms** for any **accidents or near misses**. A summary will be reported to the UIAA YC by the federation involved.

INSURANCE

- It is the responsibility of the participating federation to ensure that the participant is insured to take part in the UIAA activity. The participants should be and it **this is the responsibility of the federation participating** in the UIAA YC meeting to organise this. "It is the responsibility of the participating federation to ensure that the participant is insured..."

PARTICIPANTS' BEHAVIOUR

- **Behaviour of participants** is mainly the responsibility of the **federation leader**



INFORMATION – 2009 RECOMMENDATIONS – PARTICIPATING FEDERATIONS

U18'S TO BE ACCOMPANIED BY A LEADER

- **We recommend that those who are U18 are accompanied by a trusted and experienced leader** from the participating federation who is over 18. Whether there is a leader or not all essential information about the participant must be available to the hosting federation. Leaders provided by organising federations should be over 18 years old and often for many activities over 21 years old. **All participants under 18 must be accompanied by an adult over 18.**

AGES OF YOUNG PEOPLE IN RELATION TO AGE OF LEADER

- **Regarding age of young people who participate to the YC meeting.**
Participants aged 10 to 15 years – leader should be a minimum of 18 years old.
Participants aged 15 to 18 years – the leader should be 21 years old and over.

RECOMMENDATIONS FOR ORGANISING FEDERATIONS

EXPERIENCE AND ABILITY OF PARTICIPANTS

- **Organizing federations** must wherever possible **make sure that their own participants have enough experience and ability to undertake the organiser's programme**

MEDICAL SUPPORT

- Have within the leaders of the activity a **medically trained or qualified person with first aid equipment.**

MAKE A BRIEFING AT THE BEGINNING OF THE EVENT OR CAMP AND A DEBRIEF AT THE END OF THE PROGRAMME

- Make a briefing at the beginning of the camp and every morning and have a debriefing to finish the camp.

IN CASE OF ACCIDENT OR NEAR MISS AN ACCIDENT REPORT FORM SHOULD BE COMPLETED

- **In case of an accident the participating federation leader and participant will be expected to complete accident report forms** for any **accidents or near misses**. A summary will be reported to the UIAA YC by the federation involved.