



**CLIMB
SCOTLAND**



**MOUNTAINEERING
SCOTLAND**
WALKCLIMBSKI



Events and Activities Protocol



Operational Protocol

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The Protocol is in three parts:

- Part 1 details aims and aspirations of the activities
- Part 2 details the methodology of delivery
- Part 3 details the event delivery

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Part 1: INITIATIVE AIMS

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| 1. | Introduction |
| 1.1 | Scope and Intent |
| | <p>The following Protocol gives guidance on the procedure for the operation of:</p> <ul style="list-style-type: none"> • Festivals / Fun events • Competitions • Coaching sessions • Instructed sessions • Practical teaching seminars <p>Indoor or outdoor based, which are arranged through the ClimbScotland initiative by Mountaineering Scotland.</p> |
| | This Protocol describes the overall tenet of such events. The detail of organising an event to this protocol is contained in the 'Mountaineering Scotland Event Organisational Guidance'. |
| | This Protocol relates specifically to the activities which are operated as events by qualified (or Mountaineering Scotland Endorsed) experts in coaching and instruction. |
| | Other guidance applies to Mountaineering Scotland events which are arranged for Mountain Safety Instruction and is not included in this document. |
| | Other guidance applies to Mountaineering Scotland events which are arranged for mountaineering / climbing events for Mountaineering Scotland members and member Clubs. |
| | The guidance applies to two groups within the ClimbScotland remit: those relating to events for adults (18yr+) and those events organised for children (under 18). They are collectively referred to as 'participants'. |
| 1.2 | Definition of terms used |
| | <p>The following terms are used within this protocol:</p> <p><u>Volunteer</u>: A person offering their help and advice on an unpaid basis as a 'volunteer' on an event.</p> <p><u>Provider</u>: A person qualified to the National Standards being paid to provide a service.</p> <p><u>Contractor</u>: The person or organisation contracted to run the ClimbScotland event.</p> <p><u>Endorsed Provider</u>: The person endorsed after training by Mountaineering Scotland as being competent and being paid to deliver the service.</p> <p><u>National Standards</u>: The National Awards in instruction and coaching recognised by Mountaineering Scotland and operated by the MT Boards (MTS in Scotland).</p> <p><u>Evidence of Prior Experience</u>: The qualifications / awards / certificates relating to activities provided by courses other than MT Boards (e.g. Route-setting courses, judges courses, Mountaineering Scotland training and induction, CPD and Personal Experience).</p> <p><u>Accredited Prior Learning</u>: relevant qualifications from other sports or activities which are directly relevant to the events delivered through ClimbScotland.</p> |

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| 2. | Events/Activities |
| | Mountaineering Scotland will undertake those climbing events that help fulfil its strategic aims within the Operational Plan and the ClimbScotland Business Plan. |
| | <p>The Protocol is applicable to the following Mountaineering Scotland events. This list is not exhaustive.</p> <ul style="list-style-type: none"> • 'Come and Try' events • Youth 'Open' events • Indoor climbing sessions (Foundation, Developmental, Performance) • Outdoor Sessions • Climbing Competitions • Competition Team / Squad Academies • General Coaching Sessions / Academies • Club Activity Days (Member Kids Clubs) • Supported Club meets • Skills sessions / Workshops • Festivals / National and International Meets • Coaching and Physical Training Workshops |

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| 3 | Responsibilities |
| 3.1 | The Role of the Board |
| | <p>The board of Mountaineering Scotland is responsible for the approval (on an annual basis) of the programme of ClimbScotland proposed for the inclusion in the annual operational plan. The board also decides on the budget for the programme</p> <p>The majority of ClimbScotland events and workshops are only available to ClimbScotland/Mountaineering Scotland members. Non-members may attend ClimbScotland events by paying an incorporated membership fee or by becoming a subscriber.</p> <p>Events can be ran for non-members/subscribers to encourage and develop participation Regionally and Nationally. Such as the ClimbScotland Fun Competition</p> |
| 3.2 | Role of the ClimbScotland Development Manager (DM) |
| | <p>The DM has overall responsibility for the achievement of the development objectives derived from the Strategic and Operational Plans. This includes ClimbScotland events that are covered in the role of the Sports Development Officer stated in '4' and '5' above and development targets relating to the roles of the Regional Development Officers. The number of places offered through ClimbScotland events reflect the targets stated in the sportscotland investment agreements. The DM is responsible for reviewing participation and identifying opportunities to increase and support participation. Where the DM considers that the targets are unlikely to be met, s/he is responsible for adjustments to the programme with the aim of ensuring that the planned targets and budgets are achieved. As a result, the programme may be subject to short-term changes or cancellations</p> |
| | The DM is responsible for ensuring that- |

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| | <ul style="list-style-type: none"> • An appropriate generic risk assessment is in place for ClimbScotland events that are delivered by internal (Regional Development Officers and the Sports Development Officer) and external instructors/coaches. I.e. REALrock, Fundas, Physical Training, comps • All volunteers at climbing events (instructing, supervising and assisting) have had relevant training or an induction. • The contractor engaged to run the ClimbScotland events adheres to the contract with Mountaineering Scotland including the provisions made in this statement of practice. |
| 3.3 | Role of the Sports Development Officer (SDO) |
| | <p>The SDO is responsible for the achievement of the sport development objectives derived from the Strategic and Operational Plans. The specific areas of work are promoting participation and development; development and implementation of coaching awards and its workshops and organising delivery and monitoring of coach training and performance; leading on the organisation of climbing competitions in Scotland for young people, adults and ParaClimbing (in liaison with the BMC for British and International competitions); developing route-setting standards and training; leading on the development of suitable climbing facilities through an agreed strategy and liaising with the Scottish Climbing Wall Network; support to the Scottish Youth Squad and the GB Junior and Senior Teams and the development of coaching.</p> |
| | <p>The Sports Development Officer is responsible for ensuring that-</p> <ul style="list-style-type: none"> • An appropriate generic risk assessment is in place for ClimbScotland competitions and coaching events that are delivered by internal and external instructors or coaches. • All volunteers at climbing competitions have had relevant training (judging and belaying). • Route-setters employed or volunteering at ClimbScotland competitions and coaching events are appropriately experienced and/or trained to ensure safe operation. • Route-setters employed or volunteering at ClimbScotland competitions and coaching events are trained in specific setting design practices (competition route design, hold selection, age appropriate design, coaching aims design). • The contractor engaged to run the ClimbScotland competitions and coaching events adheres to the contract with Mountaineering Scotland including the provisions made in this statement of practice. |

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| 3.4 | Role of the Regional Development Officers (RDO's) |
| | <p>RDO's have responsibility for the achievement of the development objectives derived from the Strategic and Operational Plans related to their designated regions. The number of places offered through ClimbScotland events reflect the targets stated in the sportscotland investment agreements. RDO's are responsible for reviewing participation within their regions and identifying opportunities to increase and support participation. Where the RDO's considers that the targets are unlikely to be met, s/he is responsible for advising on this through the DM so necessary action can take place. As a result, the programme may be subject to short-term changes or cancellations.</p> |
| | <p>The RDO's are responsible for ensuring that -</p> <ul style="list-style-type: none"> • An appropriate generic risk assessment is in place for ClimbScotland events that are delivered by internal (RDO's) and external instructors. Ie. REALrock • All volunteers at climbing events (instructing, supervising and assisting) have had relevant training or an induction. • The contractor engaged to run the ClimbScotland events adheres to the contract with Mountaineering Scotland including the provisions made in this statement of practice. |

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| 3.5 | Generic Responsibilities for the Development Manager and Development Officers (DO's) |
| | <p>The DM and DO's are responsible for ensuring the following protocols are followed for each of their respective areas of work:</p> |
| | <ul style="list-style-type: none"> • Risk assessments are reviewed on an annual basis and are provided/accessible to those working or volunteering at ClimbScotland events. • Copies of risk assessments, insurance, AALA licence, first aid certificate, PVG and qualifications are provided on request to any organisations that we collaborate with, including: Climbing Walls, Schools, Colleges, Outdoor Educations Centres and DofE Groups. • Relevant information regarding any disabilities, health or medical is gathered prior to events that are organised or delivered solely by ClimbScotland. This is not required in cases where this is the responsibility of another organisation. Example: Schools • ClimbScotland parental consent forms are completed before participants attend ClimbScotland events. This applies to events ran solely by ClimbScotland and to those participating that are age 17 years and under. • ClimbScotland registration (18yrs+) forms are completed before participants attend ClimbScotland events. • Injuries which occur during ClimbScotland events must be recorded and reported in accordance with Mountaineering Scotland' insurer's requirements, so as to (1) satisfy any legal requirements and (2) enable Mountaineering Scotland insurers to respond to any claims arising. • Where an accident occurs to a Mountaineering Scotland employee or a volunteer, the Chief Officer should consider whether it is necessary to submit a report in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). • ClimbScotland events are delivered or ran by appropriately qualified and/or experienced instructors/coaches who are engaged on appropriate contractual arrangements. Such arrangements must protect Mountaineering Scotland from inappropriate liability and also place the instructors/coaches under an obligation to comply with this statement of practice. |

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| 4. | Event Aims |
| 4.1 | Events |
| | <p>The organisational aspects of an event will be determined by the following aims:</p> <p>ClimbScotland Events aim to:</p> <ul style="list-style-type: none"> • Provide opportunities for people who have an interest in climbing • Provide activities and support that whilst challenging both mentally and physically, will be suitable to the individuals abilities and aspirations • Help novices recognise hazards and make assessments of the potential risk, through adventure, in a progressive manner • Provide a forum for progression in their skills and interests in as safe a manner as possible whilst encouraging adventure • Get together in a friendly, supportive environment, to gain experience and to make new friends • Have fun |
| | <p>In addition ClimbScotland Events aim to educate as follows:</p> <ul style="list-style-type: none"> • Develop the long term goal of self-reliance leading to independence amongst participants • Encourage an environment of personal responsibility and self-reliance by bringing together activists and novices utilising 'good practice' • Promote and signpost the Mountain Training Awards • Encourage a mentoring process in our sport / activity • Empower those supporting people in climbing (coaches / parents / guardians / carers / teachers etc) with the core knowledge and skills to provide support to progress and develop • Provide a forum for other experienced Mountaineering Scotland members to pass on their knowledge and skills by 'sharing of knowledge' • Learn about all aspects of climbing, and mountaineering including ethics • Take a holistic approach in developing skills and knowledge |
| 4.2 | Health and Wellbeing, Equality and Safeguarding |
| | <p>Mountaineering Scotland is committed, as a service provider, to promoting Health and Wellbeing, Equality and Safeguarding within climbing</p> |

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| 4.3 | Fairness |
| | <p>In the context of climbing competitions, Mountaineering Scotland will aim to protect an athlete's right to participate in a drug free sport.</p> |
| | <p>Mountaineering Scotland aligns with UK Anti-Doping and as such has in place a set of anti-doping rules that all athletes and athlete support personnel must abide by. The anti-doping rules for GB Climbing are consistent with the World Anti-Doping Code, the core document that harmonises anti-doping policies, rules and regulations within sport globally.</p> <p>The anti-doping rules of Mountaineering Scotland are the rules published by UK Anti-Doping (or its successor), as amended from time to time.</p> <p>If you are a member of Mountaineering Scotland and compete in climbing competitions delivered by:</p> <p>ClimbScotland BMC GB Climbing Mountaineering Ireland IFSC UIAA</p> <p>Then the anti-doping guidance/rules apply to you, regardless of what level you participate at.</p> <p>You can find the UK Anti-Doping Rules here.</p> |
| | <p>In the context of competitions, it is recognised that the competitions would not be possible without the volunteer help of parents with judging and belaying. Impartiality and fairness is managed by the 'Competition Rules', 'Event Code of Conduct' and 'Quick Guide' relevant to each competition, regarding scoring, judging and the behaviour expected of all participants. To the best of our abilities, management of the judging is the responsibility of the 'Competition Coordinator' by a rota system to ensure parents do not judge their own children.</p> <p>See the individual Rules of each competition (posted on the relevant website page).</p> |

Part 2: CLIMBSCOTLAND DELIVERY

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| 1. | Appropriate Qualifications and/or Experience |
| 1.1 | Instructors / Coaches / Route-Setters |
| | The SDO will determine what is the appropriate award for a given activity based on the relationship between the various awards held by the contractors or experience and the requirements of the activity as assessed by Mountaineering Scotland endorsement process. This will take account of their MT Instructional Awards (and/or experience) in deciding the delivery venue and style of climbing; their MT Coaching Awards (and/or experience) in deciding the level of coaching and their Route-setting training (and experience) for the desired aim of the event. |
| | When applying to work with ClimbScotland contractors must complete a relevant Information Form taking account of the following criteria: |
| 1.2 | Instructors |
| | Instructors must hold either the appropriate MT Instructional Award for the activities and/or demonstrate evidence of previous experience (EPE) that they are delivering through ClimbScotland on a contracted basis. Instructors will be assessed by SDO on a site-specific basis |
| | <p>Instruction:</p> <ul style="list-style-type: none"> • Indoor top rope climbing: CWI; RCI; MCI; MIC; IFMGA; EPE • Indoor bouldering: CWI; RCI; MCI; MIC; IFMGA; EPE • Indoor lead climbing: CWDI; RCDI; MCI; MIC; IFMGA; EPE • Grassroots top-rope rock climbing: RCI; MCI; MIC; IFMGA; EPE • Bouldering: RCI; EPE; MCI; MIC; IFMGA • Sport Climbing (Single Pitch, Non-tidal): RCI; RCDI; MCI; MIC; IFMGA; EPE • Progression rock climbing (TRAD and Multi Pitch): RCDI; MCI; MIC; IFMGA; EPE |
| | <p><i>CWI: Climbing Wall Instructor</i> <i>CWDI: Climbing Wall Development Instructor</i> <i>RCI: Rock Climbing Instructor</i> <i>RCDI: Rock Climbing Development Instructor</i> <i>MCI: Mountaineering and Climbing Instructor</i> <i>MIC: Mountain Instructor Certificate</i> <i>IFMGA: International Federation of Mountain Guides Association</i> <i>EPE: Evidence of Previous Experience</i></p> |
| 1.3 | Coaches |
| | Coaches must demonstrate relevant prior experience of coaching. They should also hold the relevant MTUK Climbing Coaching Award where possible. Accredited Prior Learning (APL) and relevant CPD will be taken into account but at the very least they must show evidence of attending the FUNdamentals Workshops appropriate to the level of coaching they are to deliver |
| | Coaches must be assessed by the SDO through the Mountaineering Scotland Coaches Endorsement Process to assess the particular level of coaching they can deliver. |

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| | <p>Coaching:</p> <ul style="list-style-type: none"> • Basic introduction: MTCA L1; F1; EPE • Developing Technique: MTCA L2; F2; EPE • Advanced Technique: MTCA L2; F3; EPE • Physical Training: MTCA L3; F3; PT1; PT2; EPE; APL • Scottish Squad: MTCA L3; F3; PT1; PT2; EPE; APL • GB Team Members: MTCA L3; F3; PT1; EPE: APL |
| | <p><i>MTCA L1: MTUK Foundation Coach Award</i> <i>MTCA L2: MTUK Development Coach Award</i> <i>MTCA L3: MTUK Performance Coach Award (in development:2015)</i> <i>F1: FUNdamentals of Climbing: Movement Workshop</i> <i>F2: FUNdamentals of Climbing: Technique Workshop</i> <i>F3: FUNdamentals of Climbing: advanced Technique & Movement Workshop</i> <i>PT1: Physical Training: Introduction Workshop (in development:2015)</i> <i>PT2: Physical Training: Climbing specific Training Workshop</i> <i>PT3: Physical Training: Advanced Workshop (in development:2015)</i> <i>APL: Accredited Prior Learning</i> <i>EPE: Evidence of Previous Experience</i></p> |
| 1.4 | Route-Setters |
| | <p>Route-setters must demonstrate and Safe working Practice along with extensive experience working as a setter and/or have attended one of the current route-setting courses. They should attend a Mountaineering Scotland Setting Design Workshop and undertake an Aspirant Setter role and be assessed by a Head Setter and the SDO before being accepted as a paid employee setter.</p> |
| | <p>Route-setting</p> <ul style="list-style-type: none"> • ClimbScotland Fun Competition: ABC; EPE • Youth Climbing Series: ABC; CWMA; MCS1; EPE; IRATA1 • Scottish National Championships (Bouldering): MCS1; RSA1; EPE • Scottish National Championships (Lead): MCS1; RSA2; ABC; CWMA; IRATA2; EPE • Para Climbing: MCSP; ABC; CWMA; IRATA2; EPE • British Cups (Junior): BMC; MCS1; RSA2 • International Competitions: IFSC |
| | <p><i>ABC: In-House Climbing Wall Training</i> <i>MCS1: Mountaineering Scotland Route-setting Design Course</i> <i>MCSP: Mountaineering Scotland Route-setting for Para-Climbing</i> <i>RSA1: Route-setting Association: Boulder-Setter</i> <i>RSA2: Route-setting Association: Route-Setter</i> <i>IRATA1: Entry-level rope-technician</i> <i>IRATA2: Intermediate experienced rope-technician</i> <i>BMC: National Route-Setters Course</i> <i>IFSC: International Setters Ticket</i> <i>EPE: Evidence of Previous Experience</i></p> |

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| 2. | Event Ratios |
| | Below are the (maximum) ratios for Instructors and coaches agreed by the SDO, DM, RDO's and the board for the various ClimbScotland event activities at the discretion of the provider in reference to the venue and the ability of the group: |
| 2.1 | Instruction |
| | <ul style="list-style-type: none"> • Indoor Climbing (bottom-roping): 6 to 1 • Indoor Lead Climbing (Learn to Lead): 4 to 1 • Indoor Bouldering (supervision): 6 to 1 • REALrock TRAD Beginner (bottom-roping): 6 to 1 • REALrock TRAD (Learn to Lead): 2 to 1 • REALrock TRAD (Lead - Experienced Group) 4 to 1 • REALrock Sport Beginner (bottom-roping): 6 to 1 • REALrock Sport (Learn to Lead) 6 to 1 • REALrock Bouldering (group): 10 to 1 <p>Please note: Ratios may be reduced for indoor/artificial walls dependant on the terms and conditions of wall use – per facility</p> <p>Please Note: Those aged 14+ can attend sessions without adult supervision at the discretion</p> |
| 2.2 | Coaching |
| | <ul style="list-style-type: none"> • Indoor Climbing (Coaching):6 to 1 • Indoor Lead Climbing (Coaching): 6 to 1 • Indoor Bouldering (Coaching): 6 to 1 • Outdoor Sport (Coaching): 6 to 1 • Outdoor Bouldering (Coaching): 6 to 1 <p>Please note: Ratios may be reduced for indoor/artificial walls dependant on the terms and conditions of wall use – per facility</p> <p>Please Note: Those aged 14+ can attend sessions without adult supervision at the discretion</p> |
| 3 | Safeguarding and PVG |
| | <p>Instructors and Coaches undertaking Regulated Work through Mountaineering Scotland/ClimbScotland are required to have PVG registration before working with those under the age of 18yrs or those as are part of a recognised vulnerable group. In addition to this, they are also required to attend Child Wellbeing and Protection in Sport training available through Sportscotland. Link: https://sportscotland.org.uk/safeguarding-in-sport/child-wellbeing-and-protection/training/</p> <p>This applies to the following roles:</p> <ul style="list-style-type: none"> • ClimbScotland Development Manager |

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| | <ul style="list-style-type: none"> • Regional Development Officers • Sports Development Officer • Endorsed Coaches • Endorsed Instructors • Endorsed Head setters <p>This does not apply to:</p> <ul style="list-style-type: none"> • Setters (apart from the Head Setter role as above) • One off/emergency Coaches / providers – A self-declaration <p>As these positions are not involved in regulated work</p> |
| 3.1 | Code of Conduct |
| | <p>Instructors, providers and Coaches undertaking Regulated Work through Mountaineering Scotland/ClimbScotland are required to have read and signed the 'code of conduct' before working with those under the age of 18yrs or those as are part of a recognised vulnerable group. This is part of the recruitment process for all instructors, providers and coaches involved in regulated work through ClimbScotland.</p> |

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| 4 | Contractual Arrangements |
| 4.1 | Mountaineering Scotland Events |
| | Instructors/coaches/setters engaged by Mountaineering Scotland/ClimbScotland may be either voluntary or paid. Rates of pay are approved by the board of Mountaineering Scotland annually as part of the planning and budgeting process at the February Board meeting on the recommendation of Mountaineering Scotland SDO and DM. It is the current policy of the board that the rate should have regard to (1) the typical daily rate currently paid to those that hold and are working within the scope of the relevant qualifications and (2) the experience and personal qualities sought by Mountaineering Scotland. |
| | Similarly, the Daily Rate will be exclusive of expenses costs. Expenses will include travel costs, overnight accommodation and food and will be capped at a rate approved by the Board in advance. |
| | Instructors/coaches/setters are to be contracted in writing and before an instructor/coach may work on behalf of Mountaineering Scotland, a ClimbScotland employee/volunteer/external contractor form must be completed as well as providing copies of the relevant qualifications they hold. This includes valid First Aid Certificates. |
| 4.2 | Clubs |
| | Club Support: Clubs may call upon the expertise of a paid provider through Mountaineering Scotland to support the delivery of an event/session. In this case, the club and its volunteers/members need to identify the role and the responsibilities of the provider during the event/session. This can be done through the creation of the Responsibility Chart for each event. It is advisable to seek the input of the paid provider during the creation of the Responsibility Chart and that this is signed off in agreement regarding responsibilities, ratios and activities before the event/session. |
| 4.3 | Volunteer Arrangements |
| | Trained or Qualified Volunteers: In some cases, volunteers may have undergone training or hold qualifications / awards / certificates relating to activities in the event/session. This can be seen as a measurable way of identifying experience, however in the role of a volunteer, they will be sharing their knowledge and experience with other Mountaineering Scotland members and will not be operating under or in a qualified manner. |
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Part 3: CLIMBSCOTLAND EVENT ORGANISATION

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| 1. | Event Responsibilities |
| 1.1 | Event Guidelines |
| | <p>Each event should have event-specific <i>Organisational Guidelines</i>, containing:</p> <p>Lines of Responsibility, Risk Assessments, Participant Requirements, Event Application Forms, Checklists, Activity Rules or Guidance, Codes of Conduct, Feedback, Emergency Procedures, Parental Consent Forms, Volunteer Registration, Volunteer Self Declarations.</p> |
| 1.2 | Event Coordination |
| | <p>One person is required to take overall responsibility for managing the event. This person is regarded as the '<i>Event Coordinator</i>'. The person in this position has responsibility for making sure that all the required organisational activities are completed as detailed in the <i>Event Organisational Guidance</i>, including ensuring that all contractors (and any volunteers helping) delivering the activities as well as participants understand what is required of them and all relevant administration, information and declarations are completed.</p> <p>See SD_EventsProtocol_v6.3 Appendix 1 (<i>Responsibility Chart</i>) of the Company Manual for a proposed template</p> <p>See SD_Events_Guidance_v1.1 (<i>Event Organisational Guidance</i>) for general advice</p> |
| 1.3 | Risk Assessments |
| | <p>Pre-meet site visits should be conducted and risk assessments of each site made. All contractors and providers must have access to these site-specific risk assessments. Risk assessments should also be available for transport and accommodation. Selected 'alternative plans', for example for bad weather, should also be included in any risk assessment. Emergency Procedures in case of accident should be included.</p> <p>See SD_EventsProtocol_v6.3 Appendix 3 (<i>Risk Assessment Form</i>) of the Company Manual</p> |
| 1.4 | Activity Information |
| | <p>Communication with participants and parents regarding all information is vital:</p> <ul style="list-style-type: none"> • General event Aims, itinerary, roles and responsibilities of all personnel involved, equipment requirements, travel requirements, emergency procedures, Activity Rules' and 'Codes of Conduct. • Pre-meet briefings are recommended (if not possible, circulate relevant information and communicate by email or phone) • A check-in / arrival briefing and end of event briefing are recommended. <p>See SD_EventsProtocol_v6.3 Appendix 4 (<i>Activity Checklist</i>) of the Company Manual</p> <p>See SD_EventsProtocol_v6.3 Appendix 10 (<i>Codes of Conduct</i>) of the Company Manual</p> |

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| 1.5 | Emergency Procedures |
| | <p>It is important that all volunteers delivering at events are aware of the emergency procedures and the person responsibility for different elements of it. The <i>Responsibility Chart</i> helps detail this. It is recommended that a First Aid Certificate holder and a First Aid Kit is available at a meet.</p> <p>See SD_EventsProtocol_v6.3 Appendix 5 (<i>Emergency Procedures Information</i>) of the Company Manual</p> |
| 1.6 | Checking Procedures |
| | <p>When an outdoor event is being ran, it is the responsibility of the event coordinator (SDO, RDO and External Coaches/Instructors) to ensure that there is a 'checking in' procedure in place.</p> <p>This is to ensure that staff who are facilitating outdoor events check back in to ensure that they have returned safely from their given outdoor activity along with those participating.</p> <p>It most cases, 'the main contact' will be the DM. However, if this person is unavailable, another member of the Mountaineering Scotland team should for fill this role.</p> <p>It is the responsibility of the 'event coordinator' to ensure that the 'main contact' is provided with the following:</p> <ul style="list-style-type: none"> • Contact numbers • Venue location • Register of those attending (Including contact details) • Time out and time in • Risk assessment |
| 1.7 | Feedback |
| | <p>It is essential to gain feedback about the event, its administration and whether it achieved its aims.</p> <p>See SD_EventsProtocol_v6.3 Appendix 6 (<i>Feedback Form</i>) of the Company Manual</p> |
| 2 | Events for Children (under 18yrs) |
| 2.1 | Participation |
| | <p>For all those participating in a ClimbScotland event an understanding of the risk is important as follows:</p> <ul style="list-style-type: none"> ○ Parents and carers must have an understanding of the <i>Mountaineering Scotland Participation Statement</i> and for parents to understand what this means for their children in order to give their consent. Completion of the Mountaineering Scotland Parental Consent Form is therefore important in this process. Most importantly, parents and carers need to be informed that their children may be injured, even if this is only cuts scrapes and bruises. |

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| | <p>ClimbScotland may deliver two types of event for children:</p> <ol style="list-style-type: none"> 1. Events with Parental Involvement <ul style="list-style-type: none"> • These events will normally require at least one parent to attend at all times • The parent is responsible for the general supervision of the child and their behaviour 2. Events with No Parental Involvement <ul style="list-style-type: none"> • In an event where parents are not present, all adults involved must complete the relevant Child Protection section of the Mountaineering Scotland 'Volunteer Information' Form • All adults (if in a regulated work role) are required to be PVG checked and their membership number must be appended to the Information Form <p>See SD_EventsProtocol_v6.3 Appendix 2 (<i>Information Form</i>) of the Company Manual for a proposed template</p> |
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| 2.2 | Event Information |
| | <p>All ClimbScotland events organised for children must take account of the welfare and pastoral care of the children taking part:</p> <p>See SD_EventsProtocol_v6.3 Appendix 8 (<i>Children's Events Procedural Steps</i>) of the Company Manual</p> |
| | <p>All ClimbScotland events for children must ensure relevant information is distributed to parents:</p> <p>See SD_EventsProtocol_v6.3 Appendix 9 (<i>Children's Events Check List</i>) of the Company Manual</p> |

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| 2.3 | Participant Information |
| | <p>It is important to ascertain the skills and experience levels of the children prior to the event. If the child is not known by the event organisers, this is best secured through the online event registration form. This information can then be used to help the Event (or Activity) Coordinator decide what level of activity to undertake and who will climb with whom – based on experience and known abilities.</p> <p>See SD_EventsProtocol_v6.3 Appendix 7 (Youth Application Form) of the Company Manual</p> |
| 2.4 | Child Welfare |
| | <ul style="list-style-type: none"> • All contractors and volunteers on the event must read and operate in accordance with the <i>Mountaineering Scotland Child Protection Guidelines</i>. • Complaints or allegations of any sort should be made to the Events Coordinator in the first instance, who shall report to the Mountaineering Scotland Child Protection Officer as per the guidance. • Parental Consent Forms containing medical requirements for individual needs are to be lodged with the Event Coordinator and known by volunteers. • All participants need to be suitably clothed for the planned activities and weather conditions. |

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| 3. | Reference Material |
| 3.1 | Volunteering |
| | <p>Mountaineering Scotland Volunteering Code of Practice https://www.mountaineering.scot/about-us/business-matters/volunteering-code</p> |
| | <p>Mountaineering Scotland Declaration of Interests Code of Practice https://www.mountaineering.scot/about-us/business-matters/volunteering-code</p> |
| 3.2 | Child Protection |
| | <p>Mountaineering Scotland Child Protection Policy and Guidance https://www.mountaineering.scot/about-us/business-matters/child-protection-policy</p> |
| | <p>Children 1st “10 Steps to Safeguard Children in Sport” https://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/10-steps-to-safeguard-children-in-sport/</p> |
| 3.3 | Events for Children |
| | <p>ClimbScotland initiative http://www.ClimbScotland.net/</p> |
| 3.4 | Fairness |
| | <p>Clean Sport https://www.climbscotland.net/move-on-up/competitions/clean-sport</p> <p>Mountaineering Scotland Articles of Association 2.9: https://www.mountaineering.scot/about-us/business-matters/articles-of-association</p> |