

Sussex Junior Chess

Emergency Event Cancellation Policy

Purpose

It is the policy of Sussex Junior Chess (SJC) to avoid event cancellation wherever possible.

However, SJC is mindful that it has a duty to minimise risk to its participants and volunteers, and thus cancellation at short notice may become necessary. Cancellation may also be caused by an event at the hosting venue (e.g. fire, flood) rendering the venue inoperable.

The purpose of this policy is to provide clarity for parents regarding the communication that will take place.

Pre-event precautions

The SJC Event Manager will exchange out of hours contact details with the venue when booking, and confirm in the days leading up to the event.

The SJC Entries Manager will retain entry forms until the event takes place in order to have speedy access to the most up to date contact details for attendees.

All members of the SJC executive Committee will be vigilant to local and national conditions and events which may precipitate cancellation.

Event cancellation initiated by the hosting venue

The point of contact for the venue will be the SJC Event Manager.

The SJC Event Manager will cascade the information to the SJC Executive Committee.

The SJC Executive Committee Chairman will initiate the following actions

- A notice of cancellation will be displayed prominently on the SJC website.
- The SJC Entry Manager will make all practicable effort to contact registered attendees by email or phone.
- Where attendees have paid by cheque for a single event, the cheque will be destroyed. Where attendees have bundled payments they will be offered a credit for a future event.

Cancellation risk due to external factors e.g. adverse weather, public health issue

A cause for concern may be identified by any member of the Executive Committee and communicated to all members of the Executive Committee.

The SJC Executive Committee Chairman will initiate the following actions

- Professional or government advice will be sought where appropriate (e.g. in the event of a public health risk)
- A timescale for decision-making will be agreed. This will be determined by the nature of the risk to the event but in principal will be as near as practicable to the event.
- The decision-making parties will be identified. These will be determined by the nature of the risk but are likely to include members of the Executive committee and representatives from the venue.
- A warning notice will be displayed prominently on the SJC website communicating the time when a decision will be made.
- The SJC Entry Manager will be notified of the risk to the event and asked to prepare for possible cancellation

If the decision is taken to cancel the event, the SJC Executive Committee Chairman will initiate the following actions

- A notice of cancellation will be displayed prominently on the SJC website
- The SJC Entry Manager will make all practicable effort to contact registered attendees by email or phone.
- Where attendees have paid by cheque for a single event, the cheque will be destroyed. Where attendees have bundled payments they will be offered a credit for a future event.

