



YOUTH PROTECTION AND SAFETY

Event Management Policy

ADOPTED BY THE BOARD OF DIRECTORS

November 19, 2024

ORGANIZATION

Foosball Clubs USA Inc., a 501(c)(3) nonprofit

This is the adopted version of this policy. Find every FCUSA policy at foosballclubsusa.com/policies. Questions are welcome at admin@foosballclubsusa.com.

Foosball Clubs USA Inc.

Event Management Policy

1. Purpose

The purpose of this policy is to establish guidelines for planning, organizing, and executing events hosted by Foosball Clubs USA Inc. This policy ensures that all events are conducted safely, efficiently, and in alignment with the organization's mission and values.

2. Scope

This policy applies to all employees, volunteers, and board members involved in the planning and execution of events for Foosball Clubs USA Inc.

3. Policy Statement

Foosball Clubs USA Inc. is committed to organizing events that are safe, engaging, and effective in promoting its mission. The organization will ensure that all events are well-planned, well-executed, and evaluated for continuous improvement.

4. Event Planning

- **Event Proposal:** All proposed events must be submitted in a written proposal to the Event Planning Committee. The proposal should include the event's purpose, objectives, target audience, budget, timeline, and logistics.
- **Approval Process:** The Event Planning Committee will review and approve event proposals based on alignment with the organization's mission, feasibility, and resource availability.
- **Event Plan:** Once approved, an event plan will be developed, outlining detailed tasks, responsibilities, and timelines for the event.

5. Budgeting and Financial Management

- **Budget Development:** An event budget will be developed, detailing all anticipated income and expenses. The budget must be approved by the Event Planning Committee.
- **Expense Tracking:** All event-related expenses must be tracked and documented. Receipts and invoices should be collected and submitted to the Finance Department.

- **Sponsorship and Fundraising:** Efforts to secure sponsorship and fundraising for the event should be coordinated with the Fundraising Team to ensure alignment with the organization's overall fundraising strategy.

6. Venue Selection and Logistics

- **Venue Selection:** The venue for the event should be selected based on factors such as location, capacity, accessibility, and suitability for the event's purpose. A site visit should be conducted to assess the venue's facilities and services.
- **Logistics Coordination:** Detailed logistical arrangements should be made, including transportation, accommodation, catering, equipment, and audiovisual needs. A logistics plan should be developed to ensure all aspects of the event are coordinated.

7. Health and Safety

- **Risk Assessment:** A risk assessment should be conducted for each event to identify potential hazards and implement measures to mitigate risks. The assessment should include considerations for crowd control, emergency exits, first aid, and security.
- **Safety Protocols:** Clear safety protocols should be established and communicated to all event staff and volunteers. Emergency procedures should be in place and rehearsed.
- **Compliance:** Ensure that all events comply with relevant health and safety regulations and guidelines.

8. Volunteer Management

- **Volunteer Recruitment:** Volunteers should be recruited and assigned specific roles and responsibilities for the event. Clear role descriptions and expectations should be provided.
- **Training and Orientation:** Volunteers should receive training and orientation on their roles, event procedures, and safety protocols. Regular check-ins and support should be provided throughout the event.

9. Marketing and Promotion

- **Marketing Plan:** A marketing plan should be developed to promote the event and attract attendees. The plan should include strategies for online and offline marketing, social media, press releases, and community outreach.

- **Promotional Materials:** Design and distribute promotional materials such as flyers, posters, and digital content. Ensure that all materials are consistent with the organization's branding and messaging.
- **Media Relations:** Engage with media outlets to secure coverage for the event. Provide press releases and media kits to journalists and influencers.

10. On-the-Day Management

- **Event Schedule:** Develop a detailed event schedule, outlining the timing of all activities and sessions. Ensure that all staff and volunteers are aware of the schedule and their responsibilities.
- **Coordination and Communication:** Establish clear communication channels for on-the-day coordination. Use tools such as walkie-talkies, mobile phones, and communication apps to ensure smooth operations.
- **Attendee Support:** Provide support and assistance to event attendees, including information desks, signage, and customer service.

11. Post-Event Evaluation

- **Feedback Collection:** Collect feedback from attendees, staff, and volunteers through surveys, interviews, and feedback forms. Use this feedback to assess the success of the event and identify areas for improvement.
- **Debriefing:** Conduct a debriefing session with the Event Planning Committee and key stakeholders to review the event's outcomes and lessons learned.
- **Reporting:** Prepare a post-event report, including an overview of the event, financial summary, evaluation results, and recommendations for future events.

12. Documentation and Record Keeping

- **Event Records:** Maintain detailed records of all event-related documents, including proposals, budgets, contracts, permits, and reports. Ensure that records are organized and accessible for future reference.
- **Archiving:** Archive important event materials such as photos, videos, promotional content, and feedback summaries. Use these materials for future marketing and planning purposes.

13. Review and Revision

This Event Management Policy will be reviewed annually to ensure its effectiveness and relevance. Updates and revisions will be made as necessary to reflect changes in best practices, laws, and organizational policies.

14. Conclusion

Foosball Clubs USA Inc. is committed to organizing successful and impactful events that support its mission and engage its community. By adhering to this Event Management Policy, the organization ensures that all events are well-planned, well-executed, and continuously improved.