

Useful contact numbers:



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NATIONAL FEDERATION OF
YOUNG FARMERS' CLUBS

GUIDELINES FOR
CLUB SOCIAL SECRETARY/
EVENTS OFFICER

- 1 The role of the Social Secretary/Events Officer is to organise successful club events which are safe and legal.
- 2 Make sure that the event doesn't clash with any other major event in the area.
- 3 Prepare a budget with the Treasurer to ensure that you cover your expenditure and make a profit.
- 4 Ensure that the venue is big enough for your expected numbers and has had a fire inspection recently.
- 5 Check that the venue does not have a reputation for attracting troublemakers, and check that the bar prices are reasonable and not put up for special events.
- 6 Be clear about who the event is aimed at.
- 7 If you hire a disco/band read the contract, check out their insurance and make sure their equipment is PAT tested.
- 8 Give your event the novelty factor by having a theme, eg wild west or beach party.
- 9 Check to see if the venue has a dress code and make sure that everyone knows what it is. It should be included on the ticket.

- 10 Organise a float in advance. Decide who is going to be responsible for looking after the takings on the night and ensure that cash boxes are not left unattended.
- 11 Have at least two people around to add up the cash at the end of the evening and make a record of it there and then. Make arrangements for where the money will be stored overnight and try to have it kept in a safe.
- 12 If you intend to sell alcohol, provide entertainment, supply food or run a raffle you may need to get a Temporary Event Notice from your local council.
- 13 If you are having food, Food Hygiene Regulations must be complied with. Make sure that whoever is in charge of the catering has a current Food Hygiene Certificate.
- 14 Have a clear policy about how you will manage under 18s at your event. Any person under the age of 18 should have a parental consent form to attend an event that is extra to your normal club programme.

- 15 If your event is open to the general public it is worth considering hiring in a doorman.
- 16 Anyone employed to act as a doorman or to look after security at your event must be licensed by the Security Industry Authority. See www.the-sia.org.uk for further details.
- 17 Work with your Health and Safety Officer to produce a risk assessment for the event. See the Health and Safety Policy for further details.
- 18 Print tickets in at least two colours and make sure they are numbered so that they cannot be photocopied. Include start and finish times of the event.
- 19 Getting publicity for your event is brilliant and helps to advertise your club; however, be cautious about advertising discos where you may attract some unwelcome guests. Local and well targeted advertising is important to ensure the safety of the event.
- 20 Live the values of YFC – fun, learning and achievement.