

<b>Policy Name</b>	EVENT ACCESSIBILITY POLICY
<b>Responsible Officers</b>	Chair Treasurer Socials and Connections Officer
<b>Approved by Management Committee</b>	JANUARY 2024
<b>Review Date</b>	JANUARY 2025

## **EVENT ACCESSIBILITY POLICY**

### **Runnymede YZ Aims and Policy Scope**

This policy supports two aims which are set out in the Runnymede YZ Constitution:

- To provide opportunities for local adults in their 20s and 30s to connect and network in fun, informal and regular ways.
- To support the health and wellbeing of young adults across the Borough of Runnymede.

This policy relates to centrally organised YZ events. This policy does not cover any events or activities which YZ members decide to organise between themselves outside of the group.

### **Events Overview**

- Runnymede YZ will offer social opportunities roughly once per month in which all members are invited. The Committee will aim to organise 12 events per calendar year.
- All events are free to attend. However, the associated costs of these opportunities for members will vary.
- The committee will be collectively responsible for organising events according to this policy. The Socials and Connections Officer will have a particular focus within their role towards organising socials throughout the year and ensuring socials occur regularly.

### **Events Offering - Funded Events**

- Where possible, events will be directly funded from the YZ budget. This means that the cost of the activity itself will be entirely free for all members who sign up on a first come first served basis. These will be advertised as 'funded events' and will ideally involve a practical activity at a local venue.
- Although the cost of the activity will be free for members who sign up before a given deadline, members may still need to cover other associated costs (eg transportation, food and drink etc).

## **Process for Booking and Organising Funded Events**

### Where Venue Requires Pre-Payment:

- 1) YZ Committee to determine how many places can be funded through Events Accessibility budget.
- 2) Socials and Connections Officer to advertise the event details, ask members to sign up for a free slot on a first come first served basis. Members must be advised that YZ will lose valuable funds if they don't attend after booking, and that any member who fails to turn up after booking a place without a valid reason will lose the right to a funded place in future.
- 3) Treasurer and Chair to authorise payment to venue only after all slots are booked, before the time of the event itself.

### Where Venue Does Not Require Pre-Payment:

- 1) YZ Committee to determine how many places can be funded through Events Accessibility budget.
- 2) Socials and Connections Officer to advertise the event details and advise how many slots can be funded by YZ.
- 3) Any interested members will be asked to confirm if they are coming. Funded places will be confirmed on a first-come-first-served basis.
- 4) The Chair or the Treasurer will directly pay the venue on the day of the event via contactless transfer.

## **Events Offering - Socials**

- Some events will be branded as 'socials'. These events will be located at low-budget or free local facilities across the Borough and will be focussed around friendship building and networking. These events will be free to attend, but any associated costs (eg purchasing food and drink) will not be covered by the YZ budget and are the responsibility of members themselves.

## **Removing Barriers Fund**

- If an individual member is unable to cover associated costs, they can apply in writing to the Chair or the Treasurer to request support from the Removing Barriers fund.
- Upon receipt of a request, the Chair or Treasurer must ask the member to complete a 'Removing Barriers Form' which specifies what support is needed and costs. This form must be completed for each individual event. The form can be completed via the Runnymede YZ website using this link: <https://runnymedeyz.com/removing-barriers-request/>
- The Removing Barriers Fund can cover up to £30 worth of associated costs, which will usually be either transport costs (eg train fares) or refreshment costs (food and drink). No individual member may claim more than £30 for any given event.
- The completed Removing Barriers Form must be returned to the Chair or Treasurer within one week after the member has successfully attended the event.

- The Chair and Treasurer must jointly agree to sign off all Removing Barriers requests.
- The Chair and Treasurer have the right to refuse any Removing Barriers requests which are either inappropriate or exceed the £30 limit. If a refusal is made, the Treasurer must explain the decision in writing to the member concerned. The decision to refuse (if made) is final and cannot be appealed.

### **Budget Implications**

- £990 will be allocated to cover YZ funded events for January 2024 - January 2025. Any unspent monies from the Events Accessibility budget will be carried forward to the following financial year.
- £360 will be allocated to cover the Removing Barriers fund for January 2024 - January 2025.
- The Chair and Treasurer will be jointly responsible for signing off expenditure related to this policy as per bank account signing rules.
- The execution of the Removing Barriers Fund and all 'funded events' will be solely dependent on availability of funding.