

Three Events Challenge

Guidance notes

For some, just the thought of arranging anything, let alone half a dozen ringers and a bell tower, can be quite daunting. These notes are not to provide a blow by blow account of what to do, more an idea of the sequencing along with a few helpful tips. If this still all seems akin to an assault on the North face of the Eiger then maybe consider the option of asking someone to be your mentor, someone who themselves has some experience in arranging such things, (there's plenty of us in the District), and who can guide you through the process.

Making the arrangements

- Think of a reason (any will do) for the events, or at least the first one.
- Book a suitable tower for the first event, being clear about the date and time. All the District tower details and contacts are on the District/Association website or in the Annual Report. Book a date about two weeks in advance to allow time for organising a band.
- Once the tower is confirmed start inviting ringers of suitable ability for the event, either in person, by 'phone or email.
- If inviting under 18s, safeguarding must be considered – see below.
- Be sure to ask someone suitable to act as ringing master for the event.
- A day or two before the event, confirm everything with everyone, in particular the tower contact and confirm access to the tower.
- On arriving for the event, take note of any instructions given by whoever has opened the tower regarding what needs to be done afterwards, ie leaving bells up or down, clock hammers etc. and locking up afterwards.
- If choosing to be part of the Three Event Challenge it would be great if the attendance form could be completed. This is a must if under 18's present.

Afterwards

- Before leaving the tower remind everyone to leave a donation. As a guide I feel £2 per ringer is not unreasonable but I must stress there are no rules on this, it's with whatever the individual feels comfortable.
- Fill in the first part of the record sheet, electronically or hard copy.
- Perhaps post something about the event on our private FaceBook group site and/or write a brief article for the newsletter – this is of course optional.
- Encourage others to take the challenge, or to arrange a session for themselves.
- Arrange event number two and repeat, followed by number three.
- After the final event, complete the record sheet and send to the committee in exchange for a certificate.

Safeguarding

Key points on safeguarding if events have young ringers:

- Parental consent needed for attendance, if under 18.
- At least 1 DBS checked adult (preferably 2, one of each gender) in attendance.
- Think about transport if it's an outing type of event - anyone transporting under 18s must be DBS checked and have second adult with them. Don't transport on your own.
- Children must be always supervised.
- Relevant health and safety procedures should be followed and first aid available.
- Consider whether a risk assessment needs to be done.

Should anyone have any queries at all on safeguarding, then please reach out to your Tower Captain or myself and we will do our best to help.

Good luck to those of you taking on this challenge and should you have any queries then please don't hesitate to contact me.

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District Master

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