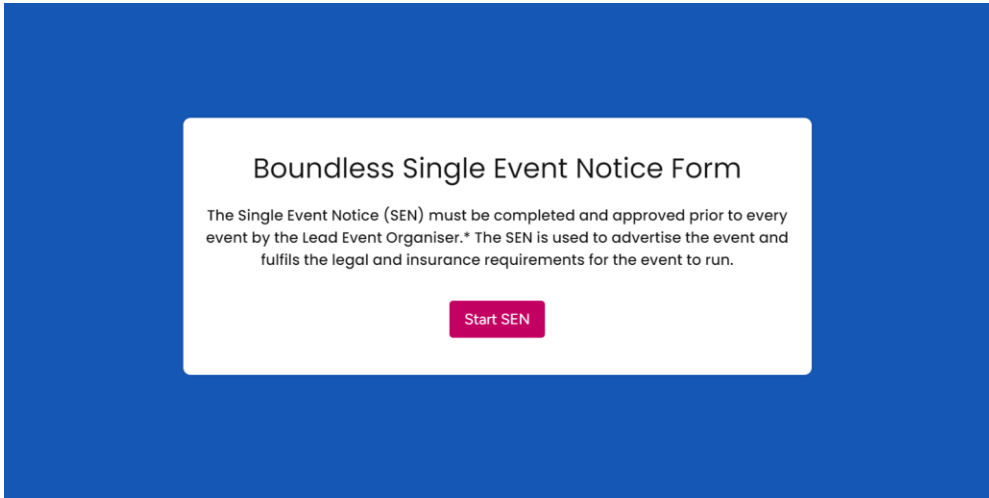


How to complete a Single Event Notice Form

[Click Here for the Link](#)

1 The link will take you to this landing page. Then click **Start SEN** to start completing the event form.



2 You can then start answering the questions in the form. All questions marked with the ****** symbol are **compulsory** so **cannot be skipped**.

Single Event Notice Form

The Single Event Notice (SEN) must be completed and approved prior to every event by the Lead Event Organiser.* It is used to advertise the event and fulfils the legal and insurance requirements for the event to run.

*or a person pre-approved by the Lead Event Organiser and Member Communities Team.

1. Please select the name of the lead organising group for this event: *

This is the name of the organising group. If the event is being organised by several groups jointly please select one to be the lead organiser.

If the group is not listed please select 'Group Not Listed' and we will arrange for the group to be added.

2. Please enter the name of the event: *

This will be used as the title for the event on the website.

If your event is a talk we recommend using the theme of the talk in the title. For example: Star Gazing Talk with Chris Smith

3. Please enter your full name: *

4. Please enter your email address: *

3 If you want **one other volunteer** to receive a copy of the SEN after it has been completed, you can select yes and enter their email address.

4.1 Would you like another volunteer to receive a copy of this SEN submission?

On completing this form you will be sent an email with all the SEN details you have submitted.

We can also send this email to another volunteer of your choosing. For example, the group secretary, a rally marshal or group leader.

Yes

4.1a Please confirm the email address of the volunteer you would like a copy of the SEN to be sent to:

abcd@gmail.com

4 Please mention whether or not you are the lead event organiser. If you are not the lead event organiser, you will need to confirm in **question 5.1** that you will share the SEN with them.

5. Are you the Lead Event Organiser and will you be attending this event? *

The SEN is usually completed by the Lead Event Organiser (LEO). However, if you have been deemed trained and competent by the Lead Event Organiser and the Member Communities Team to complete SENs on behalf of the LEO.

If completing the SEN on behalf of someone else, the Member Communities Team will then request confirmation of the following in writing from the Lead Event Organiser:

- The information provided on behalf of the Lead Event Organiser is accurate.
- The hazards/risks involved in the event have been read and understood.
- They will abide by the guidance and responses within the SEN & RA.
- Consent or non-consent is obtained regarding sharing their personal details.
- They will be attending the event or have a trained and competent deputy to attend.

Any amendments made to the SEN must also be shared with the Lead Event Organiser.

No - I am not the Lead Event Organiser

5.1 Please tick to confirm that you will share the completed SEN with the Lead Event Organiser *

As you are completing this on behalf of the Lead Event Organiser, you must share the details of this SEN & RA with the Lead Event Organiser.

The Member Communities Team will request confirmation of the following in writing from the Lead Event Organiser:

- The information provided on behalf of the Lead Event Organiser is accurate
- The hazards/risks involved in the event have been read and understood
- They will abide by the guidance and responses within the SEN & RA
- Consent or non-consent is obtained regarding sharing their personal details
- They will be attending the event

Any amendments made to the SEN must also be shared with the Lead Event Organiser.

5 If this event is **happening again within the same year**, this SEN will apply to the additional event(s) provided they meet the requirements below. If this is the case 13.1 will prompt you to enter all the dates and the times for the repeated events.

13. Will this event occur more than once? *

Please note that for this SEN to apply to more than one event, all events must:

- Be held at the same location
- Contain the same activities (Eg, a talk)
- Be planned and run by the same people
- Contain the same response for all SEN questions, other than the event start/end date.

If the event differs in any way, a separate SEN must be completed. Failure to adhere to the bullet points above if this SEN is being used to cover more than one event may invalidate our insurance.

13.1 Please enter the exact start and end dates for all future events *

Please enter the details of all other events in the following format:

Start Date:
End Date:
Start Time:
End Time:

6

Select what **type of event** you are organising and any relevant additions so that the correct risk assessment can be sent to you if required. Use the examples below to help you. Certain event types will require you to answer additional questions.

15. Which heading/s best describes the event?*

Please select all categories from the drop-down list that most closely matches this event. Multiple headings MUST be picked if the event consists of more than one topic.

4 Examples of this are shown below:

1. Skittles night at the pub with a finger buffet
You would select: Skittles/Bowling/Curling + Club Night/Speaker/AGM at Staffed Venue + Food (Provided by Venue/Caterers)

2. AGM and baked refreshments followed by a guest speaker at village hall.
You would select: Club Night/Talk/AGM at Unstaffed Venue (Eg. Village Hall) + Food (Self Catering)

3. Caravan rally with a visit to the local castle and BBQ.
You would select Camping & Caravanning Rally + Day Trip/Social Gathering + Food (Self Catering)

4. Rideout starting with breakfast and refreshments along the way.
You would select: Motorcycle Event + Food (Provided by Venue/Caterers)

Please note if you are serving any light refreshments, such as shop bought biscuits, this does not count as self-catering.

Select all that apply:

Club Night/Speaker/AGM at Staffed Venue ×

Food (Provided by Venue/Caterers) ×



7

Check if your event involves any activities mentioned in the **hazardous activities list** and answer accordingly. This is so that we can take the relevant steps to evaluate the risk involved.

16. Does your event involve any activities listed on the hazardous activities list?

You can check the hazardous activities list by copying the following into a web browser:
<https://www.boundless.co.uk/landing/hazardous-activities-list>

If an activity is contained in the hazardous activities list document, the event may still be able to occur, but it must be notified to the Member Communities Team. Details may then be referred to our insurers for approval.

Notification of any hazardous activities must be provided to the Member Communities Team with a minimum of two months' notice prior to the event start date.

PLEASE NOTE: If you are attending or marshalling at a MSA Permitted Event that Boundless is not the main organiser of, this is not classed as a Hazardous Activity.

PLEASE NOTE: If you are attending or marshalling at a MSA Permitted Event that Boundless is not the main organiser of, this is not classed as a Hazardous Activity.

Yes – My event IS listed on the hazardous activities list.

No – My event is NOT listed on the hazardous activities list.

8

You will need to **provide a long description/summary** of your event, which will be used to advertise your event on the Boundless website. Provide as much information to allow us to market your event to members.

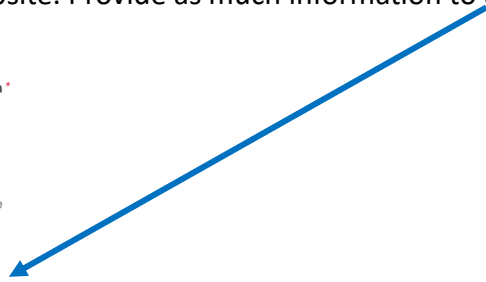
17. Please provide a long description of the event, giving as much detail as possible in the text box provided below:

Try to think about what information would be helpful to know if someone had never attended a club event before.

Really try to sell the event by adding a full event description in the text box provided below. The more information provided, the more helpful it will be for the Member Communities team to advertise the event.

This section will appear as the main body of information on the website and may also be used in any other advertising materials such as:

- What's on guides
- E-shots
- Newsletters



9

Select whether or not you are the **main point of contact for this event**. If you are not the main point of contact, you will need to enter the name and the email of the main point of contact. A **phone number is optional**.

18.1 As you are not the main point of contact, please provide the main point of contact's full name in the text box provided below.

18.2 As you are not the main point of contact, please provide the main point of contact's email address in the text box provided below.

18. Will you be the event's main point of contact?*

18.3 As you are not the main point of contact, please provide the main point of contact's telephone number in the text box provided below.

10

If you are the lead event organiser, you will need to confirm whether or not you consent to us sharing your contact details for members to contact you about your event.

19. Do you allow your details to be shared in any Boundless by CSMA marketing materials?*

General Data Protection Regulation, or GDPR for short, Boundless is having to review and change where necessary how we currently collect, store, use and delete information relating to individuals to ensure we continue to operate within the law.

We appreciate that in some cases, this may seem unnecessary or overly complex, but rest assured, we are only making changes where absolutely necessary to ensure we protect your personal information in line with the new laws.

To enable us to help you stage your event, we have to collect some information about you. This as a minimum must include your name and at least one form of contact for you. This can be an email address, telephone number and/or a postal address. You may provide 2 or all 3 if you prefer. This information will be used to help members contact you about your event and to do that we will need to make it available to members. We may publish it in Brochures, in other printed publications such as leaflets for the Boundless by CSMA website, Boundless Magazine and other marketing material to advertise your event.

Please ensure that the information you provide for us to use, you are happy for us to share with other members in these ways.

You may withdraw your consent for us to use this information at any time by contacting membercommunities@boundless.co.uk or 01273 744763, but please be aware it will not be possible to change or remove these details from printed material until the next edition/ issue is prepared. We will, however, take every measure possible to change and/or remove your details at the earliest opportunity if you request us to.

IMPORTANT

You are not able to give consent on behalf of another individual so if you are completing the SEN on behalf of the Lead Event Organiser, the Member Communities Team will contact them to obtain their consent before publishing their details.

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You cannot consent on behalf of another individual so if you are completing the SEN on behalf of the Lead Event Organiser, the Member Communities Team will contact them to obtain their consent before publishing their details.

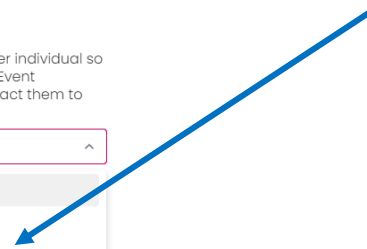
IMPORTANT

You are not able to give consent on behalf of another individual so if you are completing the SEN on behalf of the Lead Event Organiser, the Member Communities Team will contact them to obtain their consent before publishing their details.

Yes - I approve

No - I do not approve

I am not the Lead Organiser so cannot give consent.



11

You will need to **provide booking instructions** for members as this will be shown on the website. You can select between 3 options and choosing other, allows you to enter your own specific instructions on how to book.

20. Booking Information for members:*

These are the instructions that will be shown on the website that tell the potential attendee how they can get more information or how to book to attend this event.

If 'Other' is selected from the drop-down list, please provide additional information.

You do not need to provide any justification if you choose option 1 or option 2.

12

After completing all the questions, the last thing is to confirm that you are satisfied with all the information provided and it is accurate. You can then **click submit SEN** and you will receive a **confirmation email** with all the details of the submitted SEN.

23. Are you satisfied that all the previous questions have been answered correctly to the best of your knowledge and ability?

I hereby declare that, as the Lead Event Organiser, I have undertaken all planning relevant for this event, as outlined in the Boundless by CSMA Event Planning Handbook. I warrant that the information supplied is, to the best of my knowledge, accurate and complete.

If you are unsure on any of the information you are submitting please contact the Member Communities Team.

 Yes, I am satisfied that the information I have supplied is, to the best o...

boundless CSMA



Thank you!

Your SEN form has been submitted successfully. We will be in touch if we need anymore information about this event.

[Submit another](#)

If you are still awaiting some information and unable to complete the form, you can **click save as draft** and copy the link generated. Keep this link safe so you can use the link to continue the form from where you left off.

13

If your event changes or you need to amend a detail you have submitted, you can do this by submitting a **SEN amendment form**.

SEN Amendment Form

Please select the name of the lead organising group for this event:*

This is the name of the organising group. If the event is being organised by several groups jointly please select one to be the lead organiser.

If the group is not listed please select 'Group Not Listed' and we will arrange for the group to be added.

Please enter the SEN number:*