



Guidance: Planning Transportation, Events and Activities

Approved by:	BSJU Executive Board
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The British Shuai Jiao Union (BSJU) understand that planning safe transportation, events, and activities is essential to ensure the well-being and security of participants.

The BSJU believe that by following this guide and prioritising safety at every step of the planning and execution process, you can help ensure that transportation, events, and away trips are enjoyable and secure for all participants.

The BSJU have set out a comprehensive guide to help you plan and execute safe Shuai Jiao (Chinese Wrestling) activities:

1. Pre-Planning

Define the Purpose: Clearly outline the objectives and purpose of the activity, including the desired outcomes and goals.

Risk Assessment: Conduct a thorough risk assessment to identify potential hazards and risks associated with transportation, the event venue, and any planned activities.

Emergency Planning: Develop an emergency response plan that includes procedures for accidents, injuries, medical emergencies, and natural disasters. Ensure all participants are familiar with these procedures.

Participant Information: Collect essential information from participants, including emergency contact details, medical conditions, allergies, and special needs.

2. Transportation

Transportation Planning: Choose safe and reliable transportation methods that are appropriate for the group size and destination. Ensure vehicles are well-maintained and comply with safety regulations.

Seat Belts: Ensure that all passengers wear seat belts or appropriate safety restraints while in transit.

Driver Qualifications: Verify that drivers are licensed, experienced, and familiar with the planned route. Implement a rotation schedule if the trip is long to prevent driver fatigue.

Emergency Kits: Equip each vehicle with an emergency kit that includes first aid supplies, flashlights, blankets, and other essential items.

Travel Itinerary: Share the travel itinerary, including departure and arrival times, with participants and responsible parties.

3. Event Planning

Venue Selection: Choose event venues that are safe and appropriate for the planned activities. Ensure they comply with relevant safety regulations.

Security Measures: Implement security measures, such as access control, to prevent unauthorized individuals from entering the event area.

First Aid: Have first aid stations or medical personnel available during the event to respond to injuries or medical emergencies.

Weather Considerations: Monitor weather forecasts and have contingency plans in case of adverse weather conditions.

Food Safety: If providing food, ensure it is prepared, stored, and served in compliance with food safety standards.

4. Away Trips

Accommodations: Select safe and secure accommodations that meet the needs of the group. Ensure that emergency exit routes are clearly marked.

Supervision: Assign responsible adults or chaperones to oversee participants, especially if the group includes minors.

Curfew: Establish a curfew to ensure that participants return to their accommodations safely.

Communication: Provide participants with means of communication, such as cell phones or radios, to stay in contact with the event organizers and each other.

5. Participant Briefing

Orientation: Conduct a pre-activity orientation or briefing to inform participants about the itinerary, safety guidelines, emergency procedures, and expected behaviour.

Safety Rules: Emphasise the importance of following safety rules and guidelines at all times during the activity.

Buddy System: Encourage the use of a buddy system, especially in large groups, to ensure that participants look out for each other.

6. Supervision and Monitoring

Supervision: Ensure that there are sufficient supervisors or chaperones to oversee participants and address any issues that may arise.

Monitoring: Continuously monitor the activity to identify and address safety concerns promptly.

7. Emergency Response

Emergency Contacts: Share a list of emergency contact numbers and locations with participants and staff.

Emergency Drills: Conduct emergency drills or simulations, so participants know how to respond in case of an emergency.

8. Post-Activity Evaluation

Debriefing: After the activity, conduct a debriefing session to evaluate the event's safety and effectiveness. Gather feedback from participants and staff for improvements.

Documentation: Keep records of participant information, incident reports, and evaluations for future reference and liability purposes.