

Fet Event Organiser Guidelines

This guide has been produced to help you run your fet event. It is version 1 and generic at the moment. New documents specifically for munches and other variations of events have been requested and will be produced shortly.

The author, [lil_miss_firefly](#) would like to thank the following for reviewing the documents:
DK Green, Mistress Lex, Annie Mae Day, Metaboy, Miss Lexisaurus, Faye Saunders, Horizon SARC, G4S Health Services (UK) Ltd plus others who do not wish to be named.

To keep up-to-date with the latest version of this document please sign up via e-mail at www.H4DDD.co.uk/eventguide and/or join the [UK Fet Event Organiser Guidelines](#) group on FetLife.

VERSION HISTORY

- Version 1 released 10th October 2023

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EVENT CREW & DUNGEON MONITORS GUIDE

This document is a guide for those who volunteer to crew events and monitor dungeons. It is not 100% comprehensive as it cannot realistically cover every scenario. The event host will need to fill you in on the specifics for your specific event. However, it does give you a baseline to work from. We have produced a one page crib sheet version to accompany this document - 'Event Crew Guide. Download it here: www.H4DDD.co.uk/eventguides

EVENT ORGANISER ROLE

As a volunteer, you will probably report to the event organiser. The event organiser needs to provide you with the following as a minimum:

- Crew member identification e.g. brightly coloured arm band or ID card
- Making sure you as a volunteer are aware of:
 - The location of toilets, changing spaces, refreshments, etc
 - Dungeon entry points and barriers for safety.
 - Where everything is kept e.g. spare tissues for wipe downs.
 - Who is responsible and what is the procedure for first aid incidents.
 - Who is responsible and what is the procedure for security issues.
 - Guidance on what the event rules are including specific codes of conduct and consent communication requirements.
 - Guidance on how to report and /or approach people who are violating the above.

VETTING

As a volunteer in a responsible position you will have been vetted by the Event Organiser. How this happens will depend on the nature of the event. Basic vetting guidance for event Organisers has been included in the later section of this document.

EVENT CREW ROLE

When you volunteer to crew an event you are being asked to do some of the following. It will depend upon the venue and event organiser.

- Help set up the venue before the event.
- Wear identification to show you are a volunteer
- Show attendees around the venue.
- Share health and safety related information such as smoking areas and fire exits.
- Provide guidance on the event rules.

- Stop and report any situation where danger to life, limb or property has, or is likely to happen.
- Help with any first aid situations that occur.
- Help with any security situations that occur.
- Clean the venue during and after the event.

DUNGEON MONITOR ROLE

In addition as an event crew volunteer you might also be asked to monitor the dungeon space. If so, these are the kind of things you are being asked to do in this role.

- **Monitor noise levels**

Many dungeons are quiet spaces where players are able to get into the headspace they go there for. Some are more open party dungeon spaces. Understand what level of noise is acceptable for the event and monitor accordingly. If people talking loudly about vanilla stuff is causing players to lose headspace, ask them to move away to the social areas quietly and politely.

- **Monitor non-player activity**

Some dungeons are closed off to anyone but the players themselves. There may be a barrier in place to stop people entering who are not playing that needs to be monitored. If the space is open to non-players it needs to be monitored to ensure their own safety as well as the players. No one likes to get accidentally hit by a flogger on its back-swing! In some event spaces, people watching and masturbating may be acceptable, in others it is definitely not. Make sure you understand the guidance for each event.

- **Monitor cleaning supplies availability**

When multiple people are using dungeon equipment in one night, players should be wiping it down with disinfectant and cleaning supplies themselves. To help make this happen fresh supplies need to be available and instructions included in the Dungeon rules for the event. Remind players to clean the furniture if they are about to leave the dungeon without doing so. They might be off in sub/top space and it has completely slipped their mind.

- **Monitor for dangerous behaviour or situations**

This could be a wide range of things such as:

- Players setting up and using the equipment incorrectly
- People walking unsafely around the dungeon space
- Medical play being carried out in areas where it is prohibited
- Noisy people not in scenes causing distractions for other players
- Drunk or drugged up people playing or in the dungeon area
- Medical issues occurring such as fainting, shock or fits
- Signs of aggressive behaviour
- Harassment of people occurring
- Non-consensual involvement or touching by people not in that scene

- Extreme / heavy play that the DM was not notified of in advance and is out of context for the event
- Lack of enthusiastic consent from participants
- Play that appears to be non-consensual that the DM was not notified of in advance
- People in rope or other bondage that have been left unattended
- Someone calling RED and being ignored (assuming RED is the event safe word)
- If danger to life, limbs or property has, or is likely to happen.
- Other protocols for your events are not being followed

If these or similar situations occur then it is your role as the DM to step in. Examples of how to do this are outlined below:

- Asking the players if they need assistance setting up the equipment
- Requesting groups of noisy people move away from the dungeon area
- Asking individuals who are watching too closely, masturbating or interrupting scenes to move away from the area
- Checking in with anyone carrying out extreme / heavy / non-consent appearing play that all involved are OK with this and enthusiastically consenting
- Calling the event organiser to help if you are unsure of what your actions need to be taken or you feel you need back up

WHAT CAN I DO?

When a situation occurs it is important to do a dynamic risk assessment internally or preferably with other DMs or event crew. There are two types of general situations; emergency and non-emergency.

NON-EMERGENCIES

Example: moving people away from the dungeon area who are being loud & interrupting play

- Stay calm and non-confrontational during your interactions with people as this generally ensures a better outcome
- Ask them if you can have a quick word with them and guide them away from the dungeon area
- Let them know what you were seeing and why you perceived it was problematic
- Address their concerns if they do not agree with you
- Refer them to the event organiser if they wish to discuss further and return to post

EMERGENCIES

Example: First aid emergency such as a person fainting when in rope:

- Stop the situation from happening e.g. stop the scene by verbally communicating with those involved and then helping physically if required
- Clear the area around the emergency
- Call the first aider on site
- Call the ambulance if needed - yes you are in a dungeon but that is not illegal so do not hesitate to call 999

WHAT YOU ARE NOT ALLOWED TO DO

As a volunteer for an event we request you don't do the following:

- Drink alcohol (unless agreed otherwise as permissible at some events).
- Get drunk, or be drunk at the start of an event
- Take non-prescribed drugs, sell or share illegal drugs with others during the event.
- Take part in a scene whilst you are on active duty.
- Touch any person non-consensually during the event unless in first aid emergency such as in a situation where CPR is required
- Go off site or away from the area you are monitoring without telling another crew member

THE EVENT ORGANISERS GUIDE

1. VETTING

BDSM events are essentially private parties being held in private venues. Events held in these private venues often do not have official SIA registered security.. It is therefore your responsibility to ensure safety to the best of your ability.

Volunteers are most likely people like you and me who do it because it is good fun, great way to meet people and give back to the BDSM community.

However, due to the nature of BDSM events you hold it is important you are aware of the following:

Volunteers may also:

- Not be who they say they are or claim to be
- May have a criminal or sexual offending record
- May use being a volunteer to put themselves in a position of trust with potentially vulnerable people (see quote below)

"There is a **realistic possibility** that sex offenders will attempt to infiltrate events through staffing and positions of trust to gain access to vulnerable persons, particularly where it is evident there is a lack of background checks. (words taken from [safeguarding police report](#))"

Therefore the following guidelines have been given to help you prevent that from happening to the best of your ability. No one expects an event organiser to be perfect as that is impossible, but we must do the best we can to ensure events are safe wherever practical to do so.

Volunteers should be as a minimum:

- Known to yourself and other members of the scene personally
- Have attended many events without any known issues
- Been checked against <https://offenders.org.uk/> (note there is no way at time of writing this to access the official sex offenders register in the UK as far as the author is aware)
- Taken part in basic training for the role of crew member and/or dungeon monitor

Ideally you need the following information about your volunteer and check that it is valid:

- Their real name and scene name
- Telephone and email contact details
- Physical address (2 forms of ID with address)

Volunteers need to be aware that:

- They may be contacted by police should an incident happen at the event

NOTE: Personal issues do arise between people and you may decide that you do not want a person to be on your crew for whatever reason. That is entirely up to you as the event organiser. It is your private event that you are holding. However, as an event organiser it is important that safety is one of your top priorities so worth ensuring you have a crew you can rely on and safeguarding procedures in place.

Any complaints about a volunteer need to be reported to the event organiser who will review and determine the outcome after a discussion with them.

2. SAFEGUARDING

As an event organiser, you are most likely renting space from an established company that may already have safeguarding policies and procedures in place. It is worth confirming if this is the case, getting copies and communicating with the crew as needed.

If there are no safeguarding policies and procedures in place basic guidelines are outlined below for you to adapt as needed.

EXAMPLE POLICY

A basic safeguarding policy for your event could be:

“We at [insert event name] are committed to prioritising the safety of those who attend our events. All events are run in line with our guidance document [insert name]. This aims to help us respond appropriately to all safeguarding concerns raised”

EXAMPLE PROCEDURES

- 1) All our events will have a list of agreed rules that volunteers and attendees must adhere to. This will be published
 - a) at the point of booking,
 - b) sent out as part of confirmation emails
 - c) available at the event in hardcopy format (usually as flyers or posters)
- 2) All management and volunteers of the event will be easily identifiable by (armbands / ID badges)
- 3) All safeguarding concerns must be reported to the crew who will ensure the event organiser and/or venue owner is informed as soon as practically possible
- 4) Event organisers' contact details must be made available for volunteers and attendees to report too.
- 5) Safeguarding issues will be logged. Information logged will include a name(s) of the person taking the log, date/time/location information, names of witnesses and people involved, description of incident and response given. Note this can be used as the first account by Police and is admissible in court. Keep the record accurate, brief and secure.
- 6) The event organiser, in cooperation with the venue owner is responsible for reporting any safeguarding concerns and information to the police when required. If this refers to a SA then it is only required if the person consents for this to be done.
- 7) There is no tolerance of harassment, victimisation or unfair treatment of individuals for report safeguarding concerns.
- 8) As a result of a safeguarding report being made to the event organiser, volunteers and attendees involved may be requested to leave the premises and be refused future admission to this event if the risk is considered too high.

SEXUAL ASSAULT

If SA is reported then ensure the person reporting the incident is aware they have the option of going to the local [Sexual Assault and Rape Centre in Birmingham](#). They are able to provide advice on next steps, take samples and record evidence, provide counselling and other related services.

Once a SA allegation is made against someone it is up to you as the event organiser to determine if that person needs to be immediately removed from the event and banned from future events.

For more information about SA please visit your local SARC website for Birmingham: <https://horizonsarc.org.uk/> (if you are outside of Birmingham please contact your local branch)

Posters from the local SARC or similar organisation are placed in suitable places such as the venue office, entrance and / or toilets.

3. INFORMATION SECURITY & GDPR

Below are guidelines for helping you to keep the information you gather safe during the event organising process. Remember laptops, tablets and smartphones can be stolen. Online accounts can be also hacked so it is worth taking precautions to secure all your personal and event information.

- You can keep a list of attendees and volunteers for the event you are running as required to ensure only the people booked and paid have entered the event.
- Any files with people's information in should be securely password protected.
- Make sure any laptops, tablets or smartphones have been protected by the use of password, codes or faceID / thumbprints where possible to do so.
- Do not keep information that is not essential relating to people attending your event. e.g if you do not need home addresses or dietary requirements then do not keep that information.
- The list must only be used for purposes relating to the event.
- Do not share the list with anyone who does not need it to do their role.
- Do not share the list with sponsors of the events or suppliers to it without express consent of the people whose data you have.
- The list must not be used for any other purposes such as marketing via email without express consent from the event attendees or volunteers UNLESS for vital interest such as protecting their life.
- State how long you will keep people's information for before it is destroyed. Using a physical or electronic shredder is a way to help you dispose of information securely.

- Ask the venue you are hiring if they have a GDPR or privacy policy that will affect your event attendees.
- Fetlife privacy policy is [here](#) in case you want to understand more about how your information is used on FL.

NOTE: If you are holding the event in an established venue that is open to the public they will likely have ICO membership, privacy policies and other information security systems in place. Please check so you know how your attendee information is managed.

For the latest advice regarding GDPR and how it pertains to your actual situation refer to <https://ico.org.uk/>

The following websites have been referred to when creating this document:

- <https://horizonsarc.org.uk/>
- <https://ico.org.uk/>
- <https://fetlife.com/guidelines/privacy-policy-zvljj>
- <https://www.termsfeed.com/blog/gdpr-compliance-events-attendee-lists-name-tags/#:~:text=Under%20the%20GDPR%2C%20you%20must,unfair%2C%20or%20non%2Dtrnnsparent.>
- https://www.cps.gov.uk/sites/default/files/documents/victims_witnesses/victims-rape/A-guide-for-victims-of-rape-and-serious-sexual-assault-v3-July-22.pdf
- <https://www.eventsindustryforum.co.uk/images/documents/Events-Threat-Assessment-July-2023-Official-FINAL.pdf>
- <https://democracy.towerhamlets.gov.uk/mgConvert2PDF.aspx?ID=168563>
- <https://democracy.towerhamlets.gov.uk/mgConvert2PDF.aspx?ID=204640>
- <https://www.evilmonk.org/a/bamm06.cfm>
- <https://www.goodnightoutcampaign.org/wp-content/uploads/2022/05/EOP-Accreditation-Overview-2022.pdf>
- <https://masterpeter.co.uk/workshops/playsafe>

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