



# SPRAT EVENTS POLICIES AND PROCEDURES

## 1. Event Policies

- 1.1. Approval to host a SPRAT Event is granted by the Membership or Evaluations Committee as applicable.
- 1.2. At least one of the following shall attend the event as a SPRAT Representative:
  - 1.2.1. Member of leadership (Director or Committee Chair).
  - 1.2.2. Appointed Evaluator.
  - 1.2.3. Appointed Ambassador.
- 1.3. The Event Host (individual or company) shall be a SPRAT member.
  - 1.3.1. If any on-rope activity is planned for the event, the Event Host shall satisfy the requirements of SPRAT's Evaluation Session Insurance Policy.
- 1.4. The event shall be open to any interested attendee.
  - 1.4.1. The Event Host shall not decline attendance to any interested attendee.
- 1.5. The intent of the event shall be to promote SPRAT, general rope access education or other forms of fall protection.
  - 1.5.1. The Event Host shall make every effort to remain impartial as it relates to specific products and/or services and shall not imply that SPRAT endorses any specific products or services.
- 1.6. An access work plan in accordance with SPRAT's *Safe Practices for Rope Access Work* shall be prepared for any on-rope activities, and all attendees entering a hazard or fall zone shall sign a *SPRAT Event Participant Affidavit*.

## 2. Event Procedures

- 2.1. An application to host a SPRAT Event shall be submitted to the applicable committee.
  - 2.1.1. The application shall include:
    - 2.1.1.1. Event Host name.
    - 2.1.1.2. Anticipated date and location of the event.
    - 2.1.1.3. SPRAT Representative who will attend.
    - 2.1.1.4. Purpose of the event.
    - 2.1.1.5. Outline of subjects to be presented.
- 2.2. A post-event report shall be submitted in writing to the applicable committee by the Event Host or SPRAT Representative to be reviewed at the next scheduled committee meeting.
  - 2.2.1. The report should include:
    - 2.2.1.1. SPRAT representative(s) in attendance.
    - 2.2.1.2. Number and types of attendees.
    - 2.2.1.3. Topics covered.
    - 2.2.1.4. Questions asked by attendees.
  - 2.2.2. The Event Host or SPRAT Representative should give a verbal report of the event at the next scheduled committee meeting.

## 3. SPRAT Support

- 3.1. SPRAT will promote the event on SPRAT website and social media.
- 3.2. SPRAT will provide a limited supply of basic promotional materials (requires at least three weeks lead time).
- 3.3. SPRAT will provide the SPRAT approved presentation on SPRAT and its benefits for use during the event.



## Application to Host a SPRAT Event

Please send completed application and supplemental documentation to [info@sprat.org](mailto:info@sprat.org)

**Event Host Name:**

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**Event Host Email:**

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**Event Host Phone:**

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**Anticipated Event Date(s)  
and Location:**

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**SPRAT Representative Attending:**

**Purpose of the Event:**

**Subjects to Be Covered:**

**Other Comments:**

By signing below, I, representing the SPRAT Event Host, understand and agree to the policies and procedures specific to hosting a SPRAT event.

The SPRAT Event Host warrants and agrees that it shall defend, indemnify and hold harmless SPRAT, its officers, directors, employees, agents, and volunteers from and against any and all claims, actions, causes of action, judgments, liabilities, injuries (including death) or damages to persons or property, costs and expenses, including reasonable attorney fees and court costs, arising out of or resulting from the negligent acts, errors or omissions, or the willful/intentional misconduct of the host, its officers, directors, employees, agents, contractors, evaluators, or volunteers which occur or are alleged to have occurred in the course of conducting a SPRAT Event.

**Applicant Signature:**

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**Applicant Name:**

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**Date:**

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