



Scottish Culture and Traditions Policy Document

Policy name	Protocol for Weather-Related Cancellation or Postponement of Activities
Purpose	To provide clear, general guidance for decision-makers regarding the operation of SC&T activities during periods of difficult weather.
Owner	Marketing Sub-Committee
Contact	R Elliott
Approved by	Board
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Revision Date	Summary of revision/update

Scottish Culture and Traditions Association

Protocol for Weather-Related Cancellation or Postponement of Activities

This protocol applies to both **Adult and Youth sections** of the Scottish Culture and Traditions Association (SC&T).

Purpose

The purpose of this protocol is to provide clear, general guidance for decision-makers regarding the operation of SC&T activities during periods of difficult weather.

While some decisions are straightforward (e.g., an Amber Warning is in effect, or local schools are closed), others are more nuanced and require careful judgment. Our commitment is to a cautious and safety-conscious approach.

The safety of our members, staff, and volunteers is paramount.

Note on Travel: SC&T will not advise individuals on whether they should travel. That remains the individual's decision. SC&T's decision is solely focused on whether to **run or cancel** an organised activity. We accept that this cautious approach may, in hindsight, lead to some cancellations that *appear* unnecessary.

Principle

Our overriding principle is that individuals are responsible, at all times, for their own decisions regarding personal travel, particularly during difficult weather events.

SC&T will never encourage or require people to travel during hazardous conditions and will always **err on the side of caution** when deciding whether to operate or cancel organised activities.

Background

- **Geographic Context:** Aberdeen and Aberdeenshire are frequently exposed to difficult weather conditions, which may occur at any time of year.
- **Logistics:** Our staff, volunteers, tutors, and members are dispersed across the region and often travel significant distances to attend activities.
- **Timeliness:** Decisions regarding activity cancellation or postponement must be made **in good time** to allow all involved parties to make appropriate travel arrangements.
- **Triggers:** A decision to cancel or postpone may be based on an actual or a predicted weather event.
- **Information Source:** The UK Meteorological Office (Met Office) is considered the most consistently accurate, reliable, and secure source of weather forecasting information. Official **Weather Warnings** for the region are the most dependable source of intelligence.

The Decision-Making Process

1. Responsibility for the Decision

The responsibility for the final decision to cancel or postpone an activity due to actual or predicted weather conditions rests with the **most senior available member of the Executive Board** (Chair or Vice-Chairs).

The Classes Sub Group Convener and the Youth Programme Managers will be fully consulted and involved in the decision-making process.

2. Key Factors for Consideration

The following factors will be evaluated when making the decision:

Factor Type	Condition	Action
Main	Met Office Warning is Amber or Red	CANCEL
Main	The designated venue is closed or adversely affected	CANCEL
Main	Local authority schools are closed	CANCEL
Main	Local weather conditions, regardless of formal warnings, are deemed too difficult/hazardous	CANCEL
Other	Met Office Warning is Yellow	<i>Proceed to other factors</i>
Other	Are sufficient staff and volunteers confirmed as able to attend?	<i>Consider</i>
Other	Are there any local factors directly affecting the venue (e.g., local flooding)?	<i>Consider</i>
Other	Are there any local factors directly affecting general travel in the area?	<i>Consider</i>
Other	Is the activity likely to require travel during the	<i>Consider</i>

	hours of darkness?	
Other	Consideration of travel conditions to and from the activity.	<i>Consider</i>

3. Timing of the Decision

The decision should be made and communicated to all concerned parties a minimum of **12 hours prior to the event start time**.

4. Communication

- **Communicators:** The Classes Sub Group Convener and/or the Youth Programme Managers.
- **Channels:**
 - Direct Email to participants, tutors, parents, and all relevant parties.
 - Announcement on Social Media channels.

Illustrative Examples

The most challenging decisions typically arise when the weather is significant but not immediately severe, often accompanied by a **Met Office Yellow Warning**.

Assume the scenario: *It's a Tuesday evening in winter. Adult and youth classes are scheduled to run at the MacRobert Building.*

Example Scenario	Decision & Rationale
A period of heavy snow showers and wind is predicted (confirmed by Met Office). A Met Office Yellow Warning for snow and ice is in place. Significant lying snow in outlying areas, with showers forecast to continue overnight.	Action: CANCEL. The combined forecast of heavy snow, wind, ice, and continued overnight deterioration constitutes a significant safety risk. Participants must be informed at least 12 hours prior.
Snow has fallen for several days but roads are now clear and open. A Met Office Yellow Warning for ice is forecast for the <i>night</i> , but no further snow is predicted. No specific travel advisory is in place, and the venue is open.	Action: Activities can run as normal. Individuals remain responsible for their own travel safety decisions. The warning applies primarily to travel <i>after</i> the activity or for morning travel.
Snow has stopped, and a thaw is in progress. There is significant standing water and fields are flooded. No Met Office Weather Warning is in place, but media	Action: Activities can run as normal. Individuals remain responsible for their own travel safety decisions. The primary risk is localised and manageable by

presenters advise general caution when driving.	cautious driving, not a widespread hazard requiring cancellation.
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Final Note: Other factors, such as collective concerns raised by participants or parents, may also influence the final decision, even if the primary weather criteria are not met.