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POLICY FOR SUSTAINABLE AND HEALTHIER SOCIETY FOR TAEKWONDO CLUBS

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INTRODUCTION

The current document is developed under the Tae-SHS project – Taekwondo for a more sustainable and healthier society, which is funded by the European Union under the Erasmus plus programme. The project is implemented by 3 organisations under the coordination of Taekwondo Fitness NSA, Bulgaria, Sustainable Balkans Association, Bulgaria and Bursa Olympic Sport Club, Turkey.

The project aims to contribute to the global efforts in combating climate change. Sport sector is a powerful tool to convey a message and that very idea stays behind the Tae-SHS project, i.e. by combining sport activities with awareness raising to contribute to the overall efforts of fighting climate change. The project includes the development of Sustainable and Healthy Society Policy (SHS Policy) and an international workshop for coaches and trainers to contribute to the fine tuning of the SHS policy; two open sport events to stimulate behavioural change and active lifestyle through a Green Pass initiative, that allows participants of the event to train taekwondo free of charge and a flagship event in a form of an international tournament.

The SHS Policy is a product of the collaborative work of all the three organisations led by the Sustainable Balkans Association as the one in charge of the project task. The elaboration of the policy was preceded by an analysis of typical taekwondo club activities, revision of internal guiding documents of the sport clubs involved in the project as well as by gathering feedback and suggestions during an international workshop for trainers and coaches.

The current policy is designed to help Taekwondo clubs in becoming more sustainable and to set an example to be followed by other clubs. The idea of the Policy is to serve as an internal guiding document for sport clubs on how to conduct and organise their activities in order to be more sustainable. Taekwondo as any other sport has its footprint on the environment, which however may stay unseen for the community compared to massive sports as football.

We acknowledge that the umbrella organisations of most sport sectors have recognized the importance of implementing sustainable strategies, but further efforts are needed to implement sustainability strategies and procedures on local level and to inspire local clubs to fully adhere to the green behavior and thinking.

The policy relies on global strategic documents, such as the World Taekwondo Sustainability strategy, the Guidelines of the International Olympic Committee - Sustainability Management in Sport; Sustainable sourcing guidelines for branding and signage materials.

It is also built on good practices and materials developed under Erasmus plus projects such as:

-SForAE – Sport for All and the Environment

-Green Coach

ASAP project



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Tae-SHS Sustainability
POLICY for taekwondo clubs

COMITMENT

Taekwondo is a Korean form of martial arts and an Olympic sport. In its essence, however, it is a system of educating strong and moral personalities. Nurtured in respect, discipline, self-control, fierce spirit and morality by studying combat techniques, the practitioners of taekwondo try to achieve harmony. Harmony between body, consciousness and environment. And what better way to express respect for nature than to care for it?

Benefits for the organization

Why a Sustainability Strategy?

Taekwondo is an Olympic sport and a martial art. As such, the idea that sport can be a powerful tool for creating strong and moral personalities in its practitioners is deeply rooted in the taekwondo philosophy. We firmly believe that large-scale actions can be achieved through many small steps. The notion of one's usefulness should be nurtured from an early age through encouraging responsibility – at first responsibility towards oneself by developing physical and mental qualities through the rigor and discipline of training in order to achieve success in modern sport. Secondly, by transferring this responsibility from oneself to the surrounding environment thus creating a better life not only for oneself but for everybody.

Who we are?

Example

Taekwondo Fitness NSA is a sport club promoting Olympic style taekwondo. Alongside the physical aspect of the training sessions our members receive, we strive to develop them not just physically strong but also morally and intellectually superior. We strongly believe that the respect is best demonstrated through caring for each other. With over 500 members, the club is the largest in Bulgaria. However we have long since acknowledged the fact that the majority of people do not join the club in order to become world champions. Alongside the self-defense aspect, the majority of the people enrolled are there to learn discipline, to become better persons and to experience something that will enrich and empower them both physically and mentally.

Our values

Our principles are based on the traditional taekwondo values such as discipline, self-control, respect, indomitable spirit, loyalty. The club is a family to many members where they find future development not only as practitioners, but also as instructors, coaches, referees etc. The club is a branch of the National Sports University in Bulgaria and as such many club members are joining the university as a natural progression when of age.

What we do

Our club operates in 13 locations throughout the capital of Bulgaria – Sofia. 7 of these are sports halls that we have taekwondo lessons open for the public and 6 of them are kindergarden and schools in which we offer training sessions to the students.



COMITMENT

Our coaching staff includes 14 people. All of our coaches hold Bachelor degree in coaching methods of taekwondo since it is a regulation by the Ministry of Sports in Bulgaria. The instructors in the club are advanced students, entrusted with providing assistance in some of the classes under the control of a coach. It is a strategy to involve the advanced students into taking more responsibility and developing leadership capabilities as well as acquiring the skills of the trade.

Apart from the training sessions which are open to the general public, the club develops fighters who participate in taekwondo competitions. Among our members there are numerous national team members and medal holders from international tournaments. We also have a demonstrational team which serves as a powerful advertising tool for the club.

The club's curriculum is comprised of different levels called "belts". These include certain type of technical, tactical, physical and theoretical skills, required to progress to the next levels. There are regular promotion tests that are performed every 6 months in the club in order for the students to progress to the next belt.

We believe that being environmentally responsible means to be responsible towards yourself. This is the most valuable lesson that we can learn. In its essence respect means to value something and show your appreciation. And what better way to show your appreciation than to take good care of the thing or person you respect.

It has aspects of social responsibility and aspects of improving health society. Taekwondo is a system that by training the body, prepares the mind for victory. Victory not only in the sport arena, but also in life. Victory that will allow you to live your life with dignity and grace. A life that will benefit both you and society. Taekwondo teaches how to lead a healthy, balanced life by taking good care of yourself and those around you.

We acknowledge that being sustainable is socially responsible.

Carbon footprint and environmental impact is not about only transport and paper usage! In each of our actions there is always a certain amount of environmental impact.

Therefore, we commit to follow the principles of the International Olympic Committee:

- to undertake systematic efforts to promote greater environmental responsibility -
- to help reducing the overall climate impact – by planning projects activities in an environmentally friendly way
- to educate for climate action
- to promote sustainable and responsible consumption
- to advocate for climate action through communication



SUSTAINABILITY AND HEALTH

We believe that sustainability will also increase the level of healthy lifestyle that our club is promoting.

Sustainability goes hand in hand with our health and quality of life. Promoting sustainable behavior promotes healthy lifestyle.

As a sport club whose mission is to contribute to better public health integrating sustainable aspects in our work reinforce our commitment to this goal.

Promoting and introducing sustainability to our activities enhance our health as:

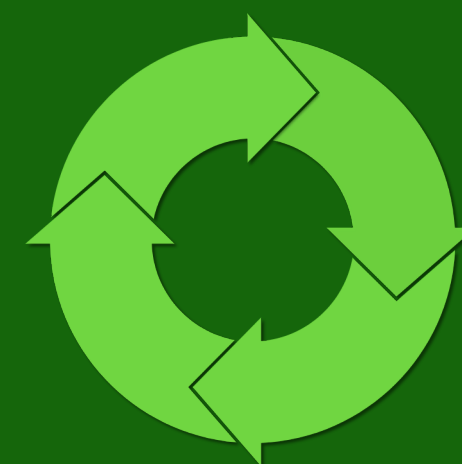
- 1.Helps to reduce greenhouses gases, which leads to better air quality
- 2.Stimulates walking and biking
- 3.Helps reducing pollution, which can intoxicate the land and thus the food we eat
- 4.Decreases the level of hazardous materials and chemicals, which can be harmful to our health
- 5.Helps to minimize water pollution which can intoxicate the seafood we eat
- 6.Stimulate changes in our diet, by reducing meat consumption, which minimize the risk of heart diseases and some type of cancer
- 7.Stimulates consumption of local products which are fresher and thus more nutritious and beneficial to our bodies
- 8.Stimulates living in cooler places and using cooler water, which helps our organism in many ways – enhance our metabolisms, has an antiaging and regenerating triggering capabilities; enhance our cognitive performance



MANAGEMENT OF SUSTAINABILITY

Why is this important?

The transformation of organization's activities into being sustainable is not a onetime effort, but rather a continuous and constant process, that need to be organized and monitored.



The successful implementation of a Sustainability policy requires constant monitoring of its implementation and a certain amount of determination to be followed. It involves the establishment of an action plan, with a few objectives and means of execution.

Sustainability is part of the corporate social responsibility and the ethical code that an organization should have. Its incorporation sends out a positive message and increases the credibility of an organization in our constantly changing world.



STEPS TO BE FOLLOWED

First stage INITIATING

Engaging the management of the organization in the implementation of the sustainability policy.

Adopting the Sustainability Policy as an internal guiding document.

Putting a passionate person in charge of the sustainability issues, preferably from managing staff, who always considers and gives ideas for improvements in the organisation's work. Such person can act as a corrective to our actions, reminding of other alternative ways of performing our daily work.

Introducing this policy to each of our employees along with a training on what sustainability means and entails. Clarify the meaning and importance of the recommendations and guidelines.

MANAGEMENT OF SUSTAINABILITY

Second stage IMPLEMENTING

Setting a short term and long-term sustainability objectives with indicators where possible.

Creating an action plan in accordance with each section introduced in this document

Reporting on the execution of the policy as part of our annual report

Performing sustainability check on our ongoing activities

Third stage MONITORING

Monitoring the execution of the policy in accordance with the action plan and objectives set

Going through a sustainability checklist for each new activity or aspect introduced to our work. Consider the following:

Have we considered the greenest way of conducting our activities?

If circumstances do not allow to act in a carbon neutral way, have we minimized our carbon footprint to the maximum extent possible?

Making sure your sustainability communication is consistent with your actions.

We cannot claim that we are environmentally responsible, while acting in a contradicting way!

DIGITALIZATION OF PAPERWORK

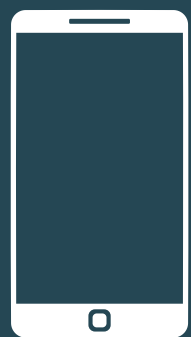
Why is this important?

Digitalization has become a must nowadays. Digitalizing the paperwork has environmental impact as it is related to the decrease of paper usage, but also optimizes internal processes. It allows for:



Better and more reliable storage of information

Easier analysis of stored information (statistics; surveys)



Easier and remote access

Easier sharing among co-workers



However, digitalization requires a certain amount of budget investment, therefore, it is a process that need to be added in the long-term sustainability planning of the organization.

STEPS TO BE FOLLOWED

Giving priority of sharing information through social media and email communication channels



Digitalizing evaluation surveys among trainees and their families about the performance of our club or activities that we implement.

Advertising and promoting the club – again use paid targeted promotion through social media instead of giving money for leaflets



Digitalizing application procedures at the sport club



DIGITALIZATION OF PAPERWORK

Checklist

Action	Avoid	Good	Best
Sharing information	Printing paper and leaflets When printing avoid colour printing when possible	Using recycled paper	Digitalizing sharing of information
Gathering information from trainees	Printing paper to be filled in	Using recycled paper and minimizing the printing volume	Digitalizing the process



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MATERIALS AND EQUIPMENT USED

There are several groups of materials and equipment that taekwondo clubs use, which can be broken down to:

Uniforms - doboks



Electronic equipment

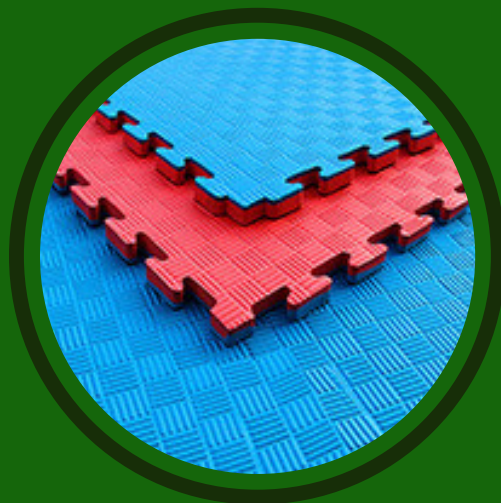


Protective equipment

Materials used for awards and promotional gifts



Matts



Materials used for demonstrations



While we recognize that taekwondo society is more or less a brotherhood that supports each other and follows some unwritten rules for the reuse of equipment, with this policy we aim to establish some clear and ground rules for the usage of the equipment and materials.

While we acknowledge that trainee's individual preferences are a main driving force for purchasing new equipment, we should strive to encourage the reuse of old equipment, as long as it is hygienic and well preserved.

Considering that purchasing new taekwondo equipment is also a financial issue, as it is not a cheap one and given the fact that there are several licensed brands, recognized by the World Taekwondo, which are allowed to be used during big tournaments, the question of lending equipment to peers is economically and socially rational. It's a matter of social responsibility and inclusivity as it may help and allow people with few opportunities to train and compete as well.

We should also encourage the practice of donation and/or resell of equipment between peers.

Depending on the financial possibilities of the club, we encourage the storage of some spare equipment to be provided to trainees. However, clear rules should be in place to avoid any discrimination.

DOBOKS

1

Never require from newcomers to the club the purchase of new doboks or never purchase new doboks for the new members of the club.

2

For club needs purchase brands that produce doboks with only natural materials with certified origin or with recycled textile. Priority should be given to brands that use organic materials and whose production is labelled as sustainable and eco-friendly.

3

Make a list of brands and places where doboks can be bought with information on the quality of the textile used in accordance with the previous point. Such list can be provided to trainees who want to buy their own doboks.

4

When organizing the laundry of the doboks, give priority of laundry service providers who use environmentally friendly (biodegradable) or natural detergents.

5

Recycle old and ruined textile or use it for another purposes.

6

Get in contact with the manufacturer to inform ourselves of possible recycling programmes that they may have. If quantity is needed bring this possibility to the attention of other clubs or the federation itself and organize collective recycling.

7

Inform and encourage trainees who outgrowth their doboks to lend it, resell it to other trainees or to the club.

8

Make sure to acquire and organize the exchange of information on people who want to offer their doboks and those who want to take it.

9

Inform and encourage trainees who drop out to donate/resell their doboks to the club or to their peers.

10

Add this principle in the information sheets and application documents that we use when accepting new members.



Checklist

Action	Avoid	Good	Best
Purchase of new doboks	Purchasing doboks containing polyester or another artificial textile. [1]	Purchase doboks that are made of natural fabrics or recycled textile	Purchase doboks that contain high rate of recycled materials or are labelled as eco-friendly or organic.
Choosing the brand producing the doboks	Brands that lack information on manufacturing process and supply chain	Purchase doboks from brands that are labelled as eco-friendly	Purchase doboks from brands that have a recognised sustainability certification.
Keeping clean the doboks	Avoid detergents that contain hazardous substances [2]	Use detergents that have a biodegradable formula	Use detergents that are based on natural ingredients

(1)When laundered polyester releases microplastics in the water which cannot be refined. Then it goes to the seas and oceans and eventually comes in our meals through the seafood and fish we eat.

(2) Restricted substances are listed in Annex XVII to the REACH Regulation (e.g. bisphenol-A (BPA), some phthalates, some heavy metals)

PROTECTIVE EQUIPMENT

1

Never require from newcomers to the club the purchase of new protective equipment or never purchase protective equipment for the new members of the club.

2

For club needs purchase brands that produce protective equipment that avoid hazardous substance such as PVC and bisphenol-A (BPA). REACH regulation applies very often for sport accessories, as their production may involve the usage of heavy metals or be added in the coating of the items.

3

Make a list of brands and places where protective equipment can be bought with information on the quality of the materials used in accordance with the previous point. Such list can be provided to trainees who want to buy their own equipment.

4

When organizing the cleaning of protective equipment, purchase cleaning products with biodegradable formula or natural based.

5

Recycle old and ruined equipment.

6

Get in contact with the manufacturer to inform ourselves of possible recycling programmes that they may have. If quantity is needed bring this possibility to the attention of other clubs or the federation itself to organize collective recycling.

7

Inform and encourage trainees who outgrowth their protective equipment to lend it, resell it to other trainees or to the club.

8

Make sure to acquire and organize the exchange of information on people who want to offer their equipment and those who want to take it.

9

Inform and encourage trainees who drop out to donate/resell their equipment to the club or to their peers.

10

Add this principle in the information sheets and application documents that we use when accepting new members.

PROTECTIVE EQUIPMENT

Checklist

Action	Avoid	Good	Best
Purchase new equipment	Purchasing equipment that has no information on REACH regulation compliance	Products specified as not containing REACH restricted substances or classified as SVHC above a defined threshold	Products with a guarantee from an independent authority as not containing any REACH restricted substances or classified as SVHC.
Keeping clean the protective equipment	Avoid detergents that contain hazardous substances [1]	Use detergents that have a biodegradable formula	Use detergents that are based on natural ingredients
Use of equipment	Requesting new equipment from trainees	Intermediate the reuse and lending of equipment	Establish policy for the reuse and lending of equipment. It may also include some price policy for repurchase of trainee's equipment.

(1)Restricted substances are listed in Annex XVII to the REACH Regulation (e.g. bisphenol-A (BPA), some phthalates, some heavy metals)

MATTS

Matts are one of the most durable equipment materials that are used by the taekwondo sport. The exploitation lifetime of matts with proper preservation may reach more than 10 years.

We recognise that the frequency of usage impacts the amortizations of the matts, which will always differ from a club to a club. Amortization can be speeded up by improper preservation and usage, therefore we encourage the adaptation of rules.

We encourage the usage of matts until the point of being totally useless or potentially dangerous to the trainees – at the level they may lead to physical injuries due to the lack of protection they provide.

STEPS TO BE FOLLOWED

For cleaning the matts use cleaning products that do not contain hazardous substances.

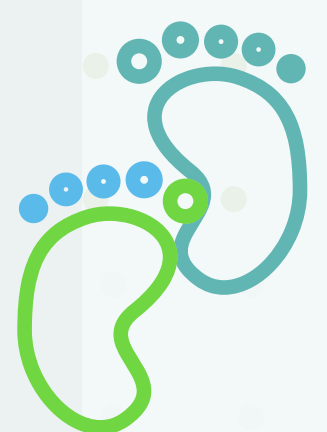


Inform ourselves of the materials they are made of and avoid buying matts that may contain hazardous substances – they are harmful for both human health and the environment. Check if the product is REACH regulation compliant.

To prolong the life of matts, make a separation based on the level of their deterioration and use more worn-out matts for outdoor areas. If matts are used outdoors – separate matts to be used only in outdoor spaces. The usage in outdoor space may lead to harming the surface of the matts.



Use matts as long as possible.



Checklist

Action	Avoid	Good	Best
Purchase of new matts	Purchasing mats that have no information on REACH regulation compliance	Products specified as not containing REACH restricted substances or classified as SVHC above a defined threshold	Products with a guarantee from an independent authority as not containing any REACH restricted substances or classified as SVHC.
Keeping clean the matts	Avoid detergents that contain hazardous substances [1]	Use detergents that have a biodegradable formula	Use detergents that are based on natural ingredients

(1) Restricted substances are listed in Annex XVII to the REACH Regulation (e.g. bisphenol-A (BPA), some phthalates, some heavy metals)

ELECTRONIC EQUIPMENT

Electronic equipment is usually not part of the equipment in a regular taekwondo club, due to several reasons:

Electronic equipment is used during big tournaments, which are usually organized by bigger clubs or federations.

Electronic equipment is the most expensive part of the taekwondo equipment, which is normally out of the budget for local clubs

The maintenance of it may be hindered by lack of qualified service providers and personnel at the clubs to keep it in order.

STEPS TO BE FOLLOWED

If we own our own electronic equipment rent it to other clubs in your vicinity

If we do not own electronic equipment, choose a reliable renting company that is the closest to our event's venue – thus we will be reducing the carbon footprint of transporting the equipment



MATERIALS USED FOR AWARDS

Awards are commonly used during competing events and usually consist of: Trophies; Medals; Certificates

These are signage materials that symbolize the recognition of the efforts made by the competitors and therefore their usage should not be avoided at any extent.

However, the materials that are used for their production should be taken into account.

STEPS TO BE FOLLOWED

For trophies and medals choose materials that are sustainable – avoid plastics, materials that are inked, heavy metals

If we opt for wooden items make sure that the timber that is used comes from sustainably managed forests (like FSC certification)

If we opt for metal^[1] items, make sure that they have lightweight design

Distribute online certificates

If printing the certificates is more adequate option for a particular event, give priority to the usage of recycled paper or cardboard

(1) While metal is highly recyclable, its extraction and treatment has a huge impact on the environment and a great CO2 footprint.

MATERIALS USED FOR AWARDS

Checklist

Action	Avoid	Good	Best
Purchasing Trophies	Plastic trophies	Opting for trophies made from sustainable and recyclable materials	Opting for trophies with certified origin of the materials used for their production
Use of wooden products	Purchasing luxury, rare type of timber Paint, aluminium film or laminated finish coating on wood	Use recyclable cardboard, wood Opt for service providers that have carbon neutral production	Opt for FSC certified products or an equal certification
Purchasing metals products	Purchasing single-use metal products	lightweight products design	Long-term or Reusable products,
Printing	Laminating	Limit printing and save printing materials both paper and ink	Use digital ways to share information

MATERIALS USED FOR PROMOTIONAL GIFTS

The usage of promotional gifts is a practice to attract newcomers or to stimulate trainees for their performance.

Like awards, promotional gifts should not be avoided, but chosen consciously.

STEPS TO BE FOLLOWED

Pay attention to the packaging – avoid choosing gifts with excessive packaging

Small gifts for children – choose items made from sustainable materials that can be recycled - avoid plastic products

Come up with alternative ideas for small gifts (e.g. photo stand instead of giving out small awards, which can quickly become waste).

If we choose to give out equipment, follow the recommendations regarding the doboks and the protective equipment

MATERIALS USED FOR PROMOTIONAL GIFTS

Checklist

Action	Avoid	Good	Best
Purchasing promotional gifts	Avoid plastic products	Opting for items made of sustainable materials	Opting for items made of certified materials from sustainable production
Textile	Single-use textile products	Recycled textile products	Hight percentage of recycled textile content (50 and more) with certified production chain
Plastic	Avoid buying single -use plastic products Avoid PVC	Products made from recycled plastic content	Products with high rate of recycled content that can be used for long periods
For wood and metal refer to the previous section			

MATERIALS USED FOR DEMONSTRATIONS

Taekwondo demonstrations are one of the most attractive and appealing ways of promoting the taekwondo sport. It's one of the most effective ways of recruiting newcomers.

However, there are certain practices that should be avoided, when choosing the materials to perform the demonstrations.

STEPS TO BE FOLLOWED

Avoid using food in our demonstration or make sure that its expiration date has been reached

Recycle wooden boards. Strike a deal with our local supplier to return the broken woods.

Recycle YTONG blocks. Contact manufacturers and check with their recycling policy

Use alternative materials to perform demonstrations in an attractive way

- In autumn we can use fallen leaves in recycled paper boxes
- use paper confetti made from recycled paper
- use products with expired date

MATERIALS USED FOR DEMONSTRATIONS

Checklist

Action	Avoid	Good	Best
Usage of wooden boards	Throwing away the wood boards once broken	Return the broken woods to its supplier or another entity, which can reuse/recycle the wooden boards including making them into wood chips	Purchase wood which is FSC certified and ensure its reuse/recycling
YTONG block	Throwing away the brick	Return the broken bricks to its supplier or another entity, which can ensure their recycling	Buy and return the bricks to suppliers with certified sustainable production chain
Usage of alternative materials	Avoid products that can be harmful for the health of people or for the environment Avoid single use materials	Use materials that can be recycled	Use recycled products and that can be reuse/recycled again



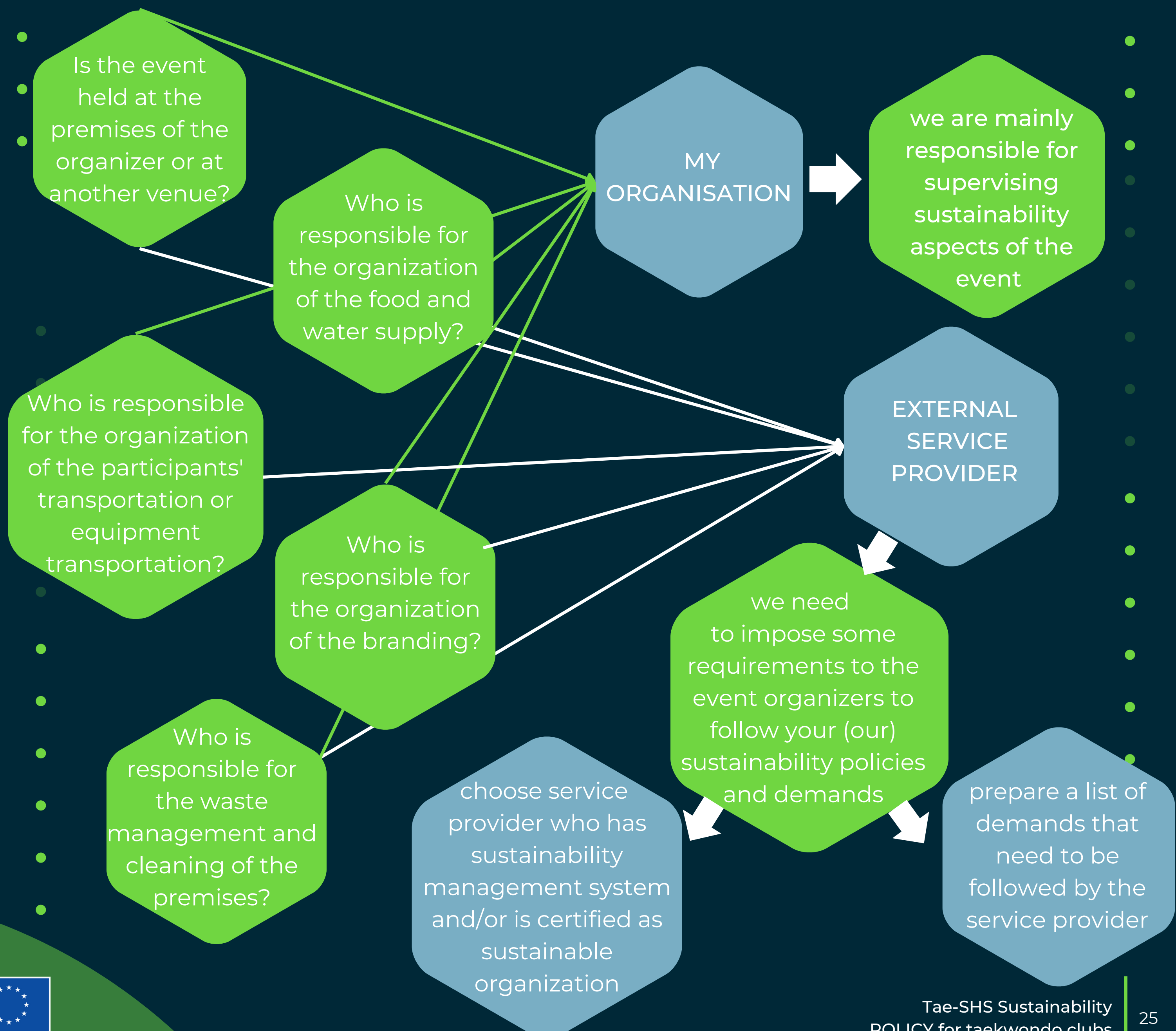
ORGANIZATION OF EVENTS

Each event has its own environmental impact which depends on its size, location, and type.

However, there are always some typical aspects that need to be taken into account for each event organization:

- transportation of participants and equipment
- accommodation
- catering, food and water supply
- waste management
- energy consumption
- paper usage – for advertising; feedback

Managing sustainability aspects for particular event depends on how many actors are involved



TRANSPORTATION OF PARTICIPANTS

If the venue of the event is at the club premises or facilities, provide participants with the following options:

- prepare a list of available alternative transportation options by making a categorization about the most sustainable ways possible for reaching our spot (including – types of public transportation; bikes renting; electrical scooters, other renting possibilities). Accompany it with an information sheet on the timetables of the public transport; contact details for renting bikes, scooter.
- organize the transportation of the participants
- secure place for parking bikes and scooters
- assist the participants with self-organization like organizing co-sharing of cars

VENUE

If the venue of the event is up to our choice – choose places which are easily accessible by public transport or by foot. Prepare an information sheet as stated above.



Encourage walking, whenever possible.

Transportation with vehicles is always associated with CO₂ emissions, regardless of being electric or conventional. Electric cars, buses, etc. do not emit CO₂ while working, but they need electricity to be charged and electricity production is associated with CO₂. However, priority should be given to electrical vehicles before the conventional ones whenever possible. Give priority to rail travels as well. They use electricity, but their capacity of passengers' transportation is greater than single vehicles.

CO₂

Cars sharing

Electrical car

Other Public transport – buses

Rail transport (train, underground trams)

Electrical scooters

Walking/ Biking



ACCOMODATION

Considering that budget aspects are one of the most decisive factors, when selecting available accommodation places, we need to encourage whenever possible the selection of those hotels, which are closest to the venue.

Additionally, the tourist sector is very much dependable on good review and reputation. When hotels take really into account sustainable aspects and act according to it, they should be motivated and chosen over other accommodation places.

STEPS TO BE FOLLOWED

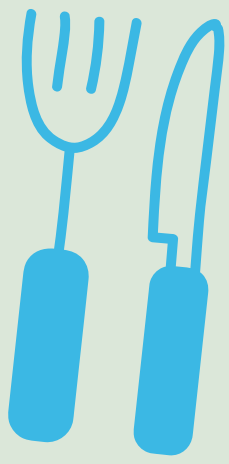
Whenever possible accommodation and event venue to be at one place.

Book or recommend to the participants hotels in the nearest vicinity of the event's venue

Give priority to hotels which are labelled as sustainable

Catering, food, and water supply

Why is this important?



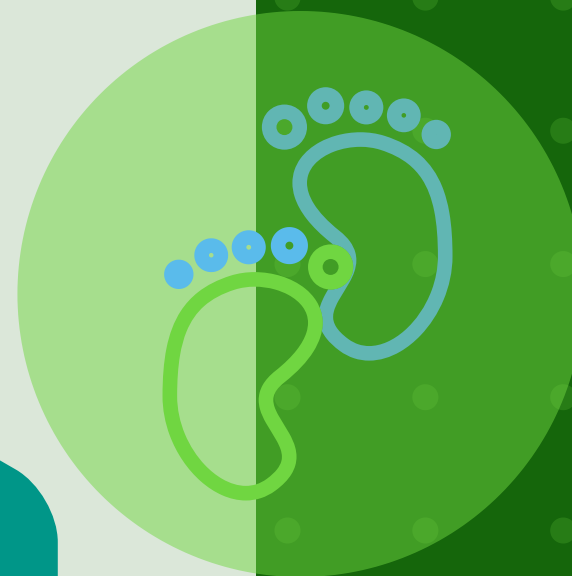
Food production is associated with great CO₂ and other greenhouse gas emissions. Moreover, meat production emits almost 30 times more greenhouse gases than plant-based food. At the same time, it is estimated that 20 % of the food in EU is wasted. Therefore, we should be more considered when organizing food for events, as it may also be wasted.

Transportation of food and its storage is also related to CO₂ emissions. Local food should be prioritized. We will be both stimulating the local economy and at the same time will reduce the carbon footprint of our activity.



Water supply is also an important aspect of the event. First it may be packaged into plastic bottles which may result in both wasting water and producing litter.

STEPS TO BE FOLLOWED



Define different amount of food and water for adults and children

If catering is organised request that packaging does not involve plastic or single use plastic items

Select a menu for all participants which is rather plant based or at least includes less meat

Decide on which option is most appropriate – buffet, sit-down, à la carte.

Install or request water dispensers

Request glass bottles of water

Whenever tap water is drinkable, it should be promoted.



Waste management

Why is this important?



Each event is related to some amount of waste generation. Keep in mind what type of waste can be produced based on the materials, food or other items related to the event. This way we can decide on the waste management approach that we need to choose. (how to recycle generated waste)

STEPS TO BE FOLLOWED



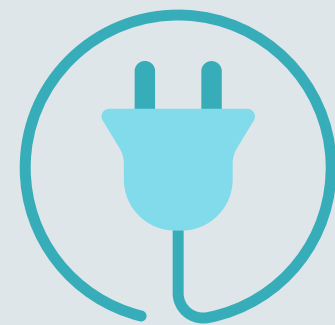
Organization of events

Volunteers

Volunteers have an important role for organization of events, especially big ones. Whenever special knowledge is not required, we need to stimulate the participation of local volunteers, which will be saving both expenses for transportation and CO2 emitted to transport volunteers.

This is a way to engage local community, to popularize the sport among it and to attract newcomers to it. Channels for reaching out to volunteers may include – local NGOs, schools, the municipality.

Energy consumption



Energy consumption is another unavoidable aspect of event's organization, especially when it is indoor.

- 1. When choosing a venue, give priority to facilities that have natural light and ventilation.**
- 2 When renting the premises give priority to places which have more sustainable heating or cooling solutions**
- 3. Conduct our event during the day**

Paper usage

Minimize the registration form or use electronic registration.

Organize feedback online on spot or after the event

Avoid paper - for leaflets or reduce their volume. If leaflets are necessary, use recycled paper.

Avoid laminating

When printing use black and white printing as much as possible



Specifics of organisation of training camps

Establish rules for what our trainees can bring with themselves especially when it comes to food. This way we will make sure that they eat in accordance with their needs and developed programme and do not waste food, due to the lack of appetite

Organize shared transportation



Encourage our trainees to bring water bottles to be regularly refilled instead of buying plastic bottles



Establish rules for the usage of water especially for showers – introduce a time limit under the shower

If possible, try to organize meals in accordance with the individual norm of each of our trainee



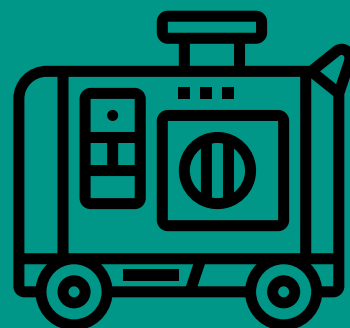
Organize the menu of the trainees – reduce the meat portions



Specifics of outdoor events



Organize eco-toilets for mass events.



Try to avoid diesel power generators if electricity is needed as they are heavy polluters.

Avoid plastic packaging of materials that will be used



Leave the landscape as we have found it or in even better condition

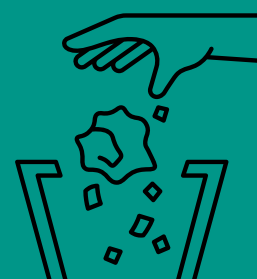


Place recycle bins

Create special smoking areas if it is necessary, ensure that no cigarettes leftovers are left behind



If demonstrations are to be performed, avoid materials that can be difficult to be cleaned



ADVERTISING, BRANDING AND PUBLISHING

Why is this important?

Branding and advertising are important for building identity of the club and making it recognisable. At the same time, whenever possible branding should be avoided in order to stimulate the re-usage of materials and equipment not only by our club, but potentially by others.

Branding of events should be managed as consciously and creatively as possible. As some events have an annual repetitive character branding of dissemination and advertising materials should be kept as plain as possible, without providing details such as venue location, year or etc. Such details can be added later for instance with stickers, allowing for the re-usage of promotional materials. This applies specially to banners and the protective equipment - make sure that for repetitive events we can use the same branded equipment.

STEPS TO BE FOLLOWED

Design banners to be used multiple times. This can be in a form of art installations (use white vinyl and add information on it by sticking or hanging it ; banners which allows for sticking information on it (with Velcro or in another way).

Inform ourselves if advertising agencies organize recycling of old vinyl.

Recycle the vinyl – use the backside of the vinyl for branding another event or give it to other organizations to use it.

Use recycled paper for printing leaflets; keep leaflets as minimum as possible and always try to estimate the exact number of participants

Materials used for branding:

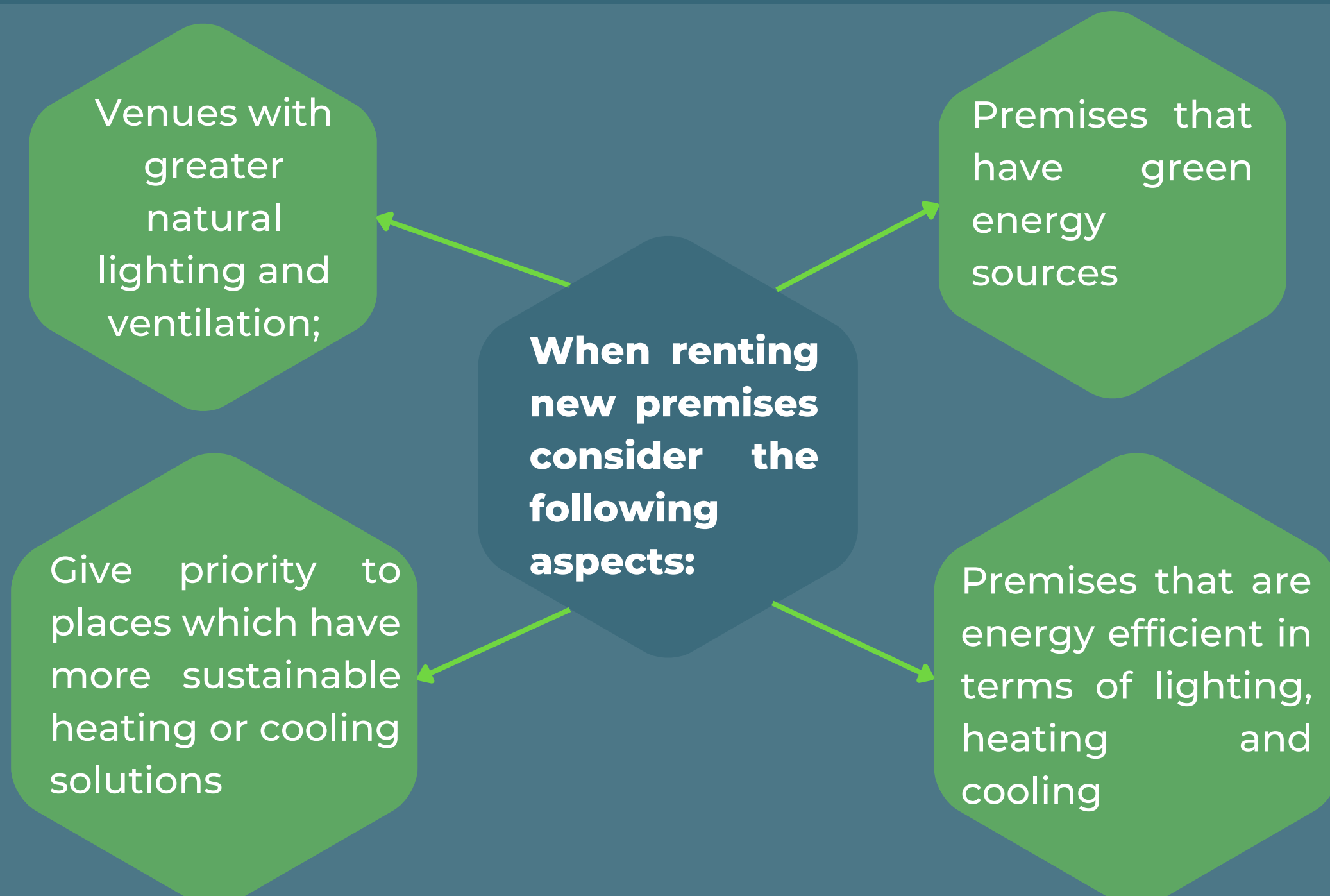
Keep in mind that materials used in vinyl and other advertising items may contain hazardous substances. We should avoid PVC which is usually found in vinyl, foamboards, banners, decals and self-adhesives materials

If plastics is used make sure that it made of recycled content as much as possible, is designed for long life or re-use, and is suitable for recycling at end of life.

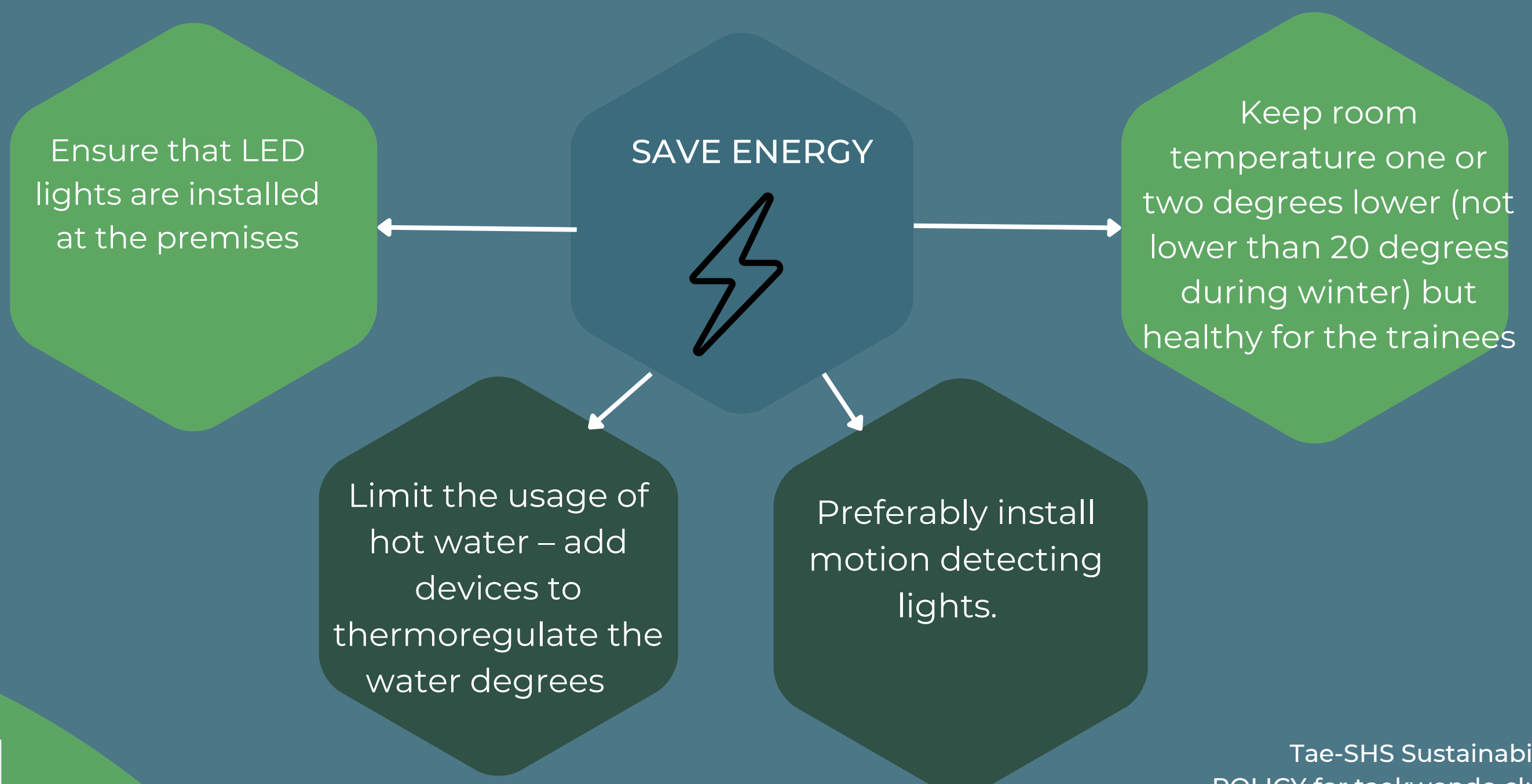
SPORT PREMISES AND FACILITIES

Building, renting and maintaining

Ensure that any plans for the construction or rental of properties take full account of sustainability considerations.



Energy consumption



SPORT PREMISES AND FACILITIES

Toilets and baths



Waste management



SUSTAINABILITY MONITORING – CHECKLISTS

PROCEDURES:

Update of the policy – check if there are new international strategic documents that need to be considered by the organization.

Collecting feedback on SHS policy implementation – gather feedback from our employees or even participants of events on the sustainability performance and organization

Activity report – incorporate our findings in the annual activity report of our organization. An assessment of the activity is also carried out by observing the checklists in each section. The activity report may include an analysis of the results achieved against each of the tables - Good/Excellent, Bad (for activities falling under the "Avoid" section).

Feedback questionnaire

Question	
Were you introduced to the sustainability policy of the organisaiton?	Yes/No
Do you find any changes in the organization performance?	comments
Are there any novelties in terms of waste management?	comments
Are there any novelties in terms of water management	comments
Are there any novelties in terms of food waste management	comments
Are there any novelties in terms of energy efficiency ?	comments
Were you influenced to take a climate action yourself?	open
Were the events your organization held more sustainable?	comments

SUSTAINABILITY MONITORING – CHECKLISTS

Sustainability checklist for events:

Questions	Comments
Were materials and equipment branded?	comments
Were there plastic materials used for dissemination	comments
Were there any branding of the event?	comments
Did you opt for sustainable materials for your signage materials or gift/promotional materials and demonstration?	comments
Were there any food and water waste measure considered ?	comments
If food was provided during the event, did you consider less meat containing options?	comments
Was there a waste recycling possibility?	comments
Was the venue of the event easily accessible through public transport?	comments
Was the venue of the event in a walking distance to accommodation places?	comments
Was the venue of the event naturally lighted?	comments
Did you inform your participants about the possible greenest way of traveling	comments
Were there any considerations taken with regards to paper usage – leaflets, feedback questionnaire?	comments



SUSTAINABILITY MONITORING – CHECKLISTS

Sustainability checklist for organization performance (short term objectives)

Questions	Comments
Has the policy been adopted as internal document ?	comments
Has the policy been distributed among employees and trainees	comments
Have you introduced any sustainability training aspects among your employees and trainees?	comments
Have you organized equipment peer reusage? Have you introduced some code of conduct rules regarding equipment?	comments
Have you introduced sustainable equipment purchase options? (i.e list of companies and brands that have greener production cycles)	comments
Have you organized separate garbage collection at the premises?	comments
Have you introduced any water saving procedures?	comments
Have you introduced any electricity saving procedures?	comments
Have you replaced cleaning products with environmentally friendly?	comments
Have you prepared a list of sustainability requirements for external service providers?	comments



SUSTAINABILITY MONITORING – CHECKLISTS

Sustainability checklist for organization performance (long-term objectives)

Questions	Comments
Have you reduced paper circulation?	comments
Have you improved premises energy efficiency?	comments
Have you incorporated digital tools in the organisation?	comments
Have you organized equipment recycling?	comments
Have you purchased new equipment with higher sustainability standards?	comments
Have you ensured equipment recycling?	comments
Have you introduced any electricity efficiency renovations of your premises?	comments



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BULGARIAN VERSION