# Water Management Plan – Guidance & Template

Water management is defined as the best-practice approach for to reduce water consumption and wastage, and conserve and protect water resources.

This document is part of the SOEEF Environmental Sustainability Framework guidance to support event organizers to:

* Conserve water consumption and efficiently manage water resources at the event
* Reduce water wastage at the event
* Promote sustainable management practices through effective communications and awareness raising.

## Key Guidance

This plan compliments your carbon management plan. For all Special Olympics National Programmes , we recommend adherence with the water management hierarchy in the successful running of events. This includes:

* Water conservation – Minimizing the consumption of water through effective reduction and elimination measures
* Preventing water pollution through safeguarding
* Re-using water where appropriate (in line with health and safety guidelines)
* Treating water using environmentally friendly techniques and low carbon water treatment.

Further information can be found by contacting Colin Kenny, Senior Manager of Projects and Grants at SOEEF, [ckenny@specialolympics.org](mailto:ckenny@specialolympics.org).

**Water Management Plan – Template**

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**Key Contacts**

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| --- | --- | --- |
| **Name** | **Role** | **E-mail Address** |
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# Introduction

[Provide overview of the event – include the event title, location and reporting period].

Delivering a reliable and high-quality source of water will be key to the success of the event – from an operational and sustainability perspective. SOEE events recognize water as a valuable and limited resource and that poor water management leads to negative environmental impacts.

**Key water usage**  
The key water usage areas for the event are:

* Drinking water for event stakeholders: athletes and team officials, fans, workforce (staff, volunteers and contractors)

The potential areas for water wastage areas at the event are:

* Sealed drinking water for athletes, training venues, media/broadcast for interviews and hospitality
* Toilet and shower facilities
* Water usage for cleaning and vehicle washing.

# Sustainable water management initiatives

The initiatives in place to reduce water consumption and wastage for the event include, but are not limited to:

* Eliminating sources of water pollution, e.g. hazardous chemicals and oil spills
* Reducing water consumption through using low-water cleaning methods and waterless washing techniques for cleaning for vehicles and equipment
* Working with venues with water efficient measures in toilets and showers as well as sensors to minimize water consumption
* Promoting the reuse of water for irrigation, cleaning, and other non-potable purposes.
* Tracking the water usage and identify areas where water consumption can be reduced – insights from the venue
* Creation of a new drinking water policy for the event that addresses drinking water provision for different client groups and ways to reduce the prevalence of single-use plastic bottles
* Where possible refillable stations are placed around the venue and it is encouraged that people bring refillable bottles (500ml bottles) – with pre-event communications

# Data collection and post-event reporting

Water consumption and wastage data will be reported to event organizers by the venue and key suppliers as soon as possible after the event. The below types of data will be collected:

* Amount of water consumed (cubic meters / liters)
* Amount of water treated (cubic meters / liters)

The key sources of data may come from:

* Venue facilities team
* Temporary energy supplier

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