

2020 LEXSA CLUBS & SOCIETIES EVENTS POLICY



LEXSA

YOUR STUDENT

ASSOCIATION

WWW.LEXSA.COM.AU

LEXSA

Event Management Policy

Division Responsible:

LEXSA - Lismore and External Student Associations

Approval Authority:

LEXSA Operations Manager
LEXSA Events & Engagement Coordinator
LEXSA Marketing Coordinator

Contact:

Engagement & Events Coordinator
Email: lexsa@scu.edu.au
Phone: 02 6626 9527

1. Aim

The aim of this policy is to outline the event management and risk assessment requirements for all LEXSA afflicted clubs or societies.

2. Scope

This policy:

- Provides definition and criteria for the categorization of events;
- Identifies club/society responsibilities when running events
- Identifies event documentation requirements
- Outlines the process to gain approval to run an event
- Identifies resources to assist in event planning and;
- Outlines a range of sanctions that may apply to individuals and clubs if breaches to this policy occur.

3. Definitions

Event: Any function or gathering being hosted by a LEXSA affiliated club or society on University premises and/or at external venues.

Event classifications:

- Minor
- Medium
- Major

Minor Events: (5 working days' notice required)

The event:

- Has less than 50 attendees
- is held on campus
- involves no alcohol
- no major risks or risky activities which could result in injury

Examples: Picnics, lectures, film screenings, meet ups, general meetings other than club or committee meetings.

Medium Events: (15 working days' notice required)

The event:

- up to 150 attendees
- is held on campus and involves alcohol OR
- is held off campus without alcohol AND/OR
- involves activities that could contain risks of injury

Examples of this event: Sports afternoons, hosting a BBQ, hosting a party at The Deck & Lounge (UniBar), large gatherings on SCU Oval

Major Events: (25 working days' notice required)

The event:

- is held off campus at a venue AND/OR
- involves alcohol AND/OR
- involves underaged guests AND/OR
- expected attendance up to and over 150 AND/OR
- similar/same event has resulted in an incident in the past AND/OR
- is being held across multiple venues AND/OR
- involves major risks or risky activities which could result in injury

Examples of this event: Events at bars or restaurants, events involving swimming at beaches, Camps off campus, End of year parties off campus.

4. Roles and Responsibility

LEXSA has a duty of care for the safety and health of students and visitors who attend LEXSA related events on University premises and external venues.

Responsibilities include:

- Ensuring that Student Club Presidents and Event Managers understand and implement this policy
- Ensuring that records are created and maintained
- Monitoring the management of breaches of this policy
- Auditing the effective implementation of policy

LEXSA Affiliated Club or Society Responsibilities Include:

- Ensuring that their events comply with the requirements of this policy
- Ensuring that Student Club Presidents are aware of and abide by relevant University policies.
- Ensuring that Student Club Presidents attend appropriate training (i.e Responsible Service of Alcohol, Managing Alcohol at Events and Food Safety and Handling). It is the club president's responsibility to include a budget for appropriate training in the Clubs SSAF bids if they wish to run events that pose potential risk.
- Understanding the consequences of non-compliance with this policy for clubs and societies, and for club and society Presidents.
- **Club/Society Insurance** – On campus club/society events & activities are covered by Southern Cross University insurance, **if clubs decide to hold an event/activity off campus it is highly recommended to utilize a venue which is adequately insured** as they will not be insured otherwise.

5. Documentation

Several Event Management and Risk Assessment templates have been developed for use by students who organise LEXSA or LEXSA affiliated events.

- Minor Event Registration Form
- Medium Event Management Form
- Major Event Management Form
- Risk Assessment Plan - for all medium and major events, camps and multiple venue to assist in the identification of hazards and their risks.
- Alcohol on campus request form for any event which includes alcohol on campus.
- Templates and guidelines for all forms can be found at:
www.lexsa.com.au/club-admin

6. EVENT APPROVAL PROCESS

Step 1:

Determine the event description (Minor, Medium or Major)

Step 2:

Prepare and submit the required event registration, risk assessment documentation **and** any promotional material with appropriate notice. Event organisers should note that promotional material must be submitted for approval as part of the event documentation.

Advertising and ticket sales **MUST NOT** commence before approval has been given. Camps and overnight stays: see process and procedures below.

Step 3:

LEXSA will confirm receipt of event documentation via email within 3 business days. Once received, LEXSA will forward relevant documentation to SCU Risk, SCU Security and SCU facilities on the club's behalf. The club is not to send off the forms directly to SCU departments.

Step 4:

Event documentation, risk assessment plans and marketing promotional material are reviewed by LEXSA events coordinator and where appropriate, by LEXSA marketing Coordinator, LEXSA management and SCU risk management staff. If additional information is required, the LEXSA events coordinator will contact you via email.

Step 5:

Event request outcome:

Minor and Medium events – Approval/decline of the event request will be communicated via email within 3 – 7 working days depending on venue, alcohol, risk and attendance numbers.

Major events - LEXSA staff will review and submit documents to relevant Southern Cross University departments within five business days of receipt. Event organisers may be required to attend a brief meeting with LEXSA staff to discuss the proposed event before document will be forwarded. Approval/decline of the event request will be forwarded within 10 working days.

7. RESOURCE TO ASSIST IN EVENT PLANNING

If unsure of the appropriate event category contact lexsa@scu.edu.au

For assistance with event ideas, guidance on running your event or interest in contacting other club/societies for collaborations, contact the LEXSA Office (see below)

LEXSA Office
Shop 11b Goodman Plaza
Southern Cross University – Lismore campus
02) 6626 9527
lexsa@scu.edu.au

Events that are run without approval or not in accordance with the approved event management plan are not covered by LEXSA's public liability insurance and sanctions will apply (see below). The clubs SSAF funding cannot be used for club events not approved by LEXSA.

8. SANCTIONS

Event policy breaches will be investigated and assessed on a case by case basis.

The following outlines a possible course of action:

LEXSA will counsel the relevant Club or Society Executive committee regarding:

- Obligations placed on a club/society by the LEXSA Event Management Policy;
- The Club or Society's responsibility to demonstrate that the issue has been considered and will not be repeated;
- Possible consequences for future breaches;
- The requirement for club executive members to attend Event Management Training;
- Documentation and record keeping of breaches.

The Club or Society will be issued with a written warning.

Any subsequent breach to this policy may be referred to the LEXSA Student Committee to determine potential sanctions.

These may include:

- Suspension of club privileges, such as promotion on the LEXSA Facebook page and display of posters on campus;
- Being barred from booking University and LEXSA venues;
- Penalties to the club's funding;
- Suspension of club activities;
- Withdrawal of LEXSA funding;
- Disaffiliation.