

Camps Checklist

Contact

Clubs & Societies Coordinator
p 8344 4834
e clubs@union.unimelb.edu.au
First floor, Building 168



Club name: _____

A "camp" is defined as an overnight stay. If you are organising a camp for your club there are several things you need to do before, during and after the camp. Incomplete paperwork may result in UMSU refusing liability cover (your insurance).

Before you begin taking registrations:

- ☐ Order the *Participant Information Form* from C&S.
Only C&S-supplied forms are permitted. Do not substitute. You may request a digital copy that participants can complete and submit electronically, or C&S can make copies for collection. To request copies, email C&S the number of camp participants, with 2 business days' notice before collection.

10 working days before your camp, submit the following to the C&S Coordinator:

- ☐ *Off Campus Activity Form*: To be completed by the Organiser(s)
- ☐ Venue and Transport Certificates of Currency
- ☐ Camp Itinerary: To be completed by the Organiser(s) (see *Camp Master Excel*)
- ☐ *Clubs Camps and Events Risk Assessment Form*: To be completed by the Organiser(s)
- ☐ Safe Food Handling and Food Service Plan (if self-catering): To be completed by an executive with SFH
Use the C&S Food Plan form as a guide. It is unlikely you will fit sufficient detail on the form so a typed plan will need to be prepared outlining transportation, storage, supervision and cleaning procedures along with the usual food preparation procedures. The Plan must also outline how you will ensure service of adequate and timely meals..

If alcohol is present:

- ☐ *Alcohol Management at Events – Checklist and Declaration*: To be completed by an executive with RSA
- ☐ An Alcohol Service Plan: To be completed by an executive with RSA, outlining when alcohol will be served and how responsible service will be ensured.
- ☐ Copy of Liquor License: To be completed by an executive with RSA
The club may only supply alcohol if the Camp is covered by a liquor license. This must be discussed well in advance of camp with the campsite and applied for with the Victorian Commission for Gambling and Liquor Regulation.
No BYO is permitted on any UMSU Camps.
- ☐ Standard Drinks Calculator (see *Camp Master Excel*): To be completed by an executive with RSA
We cannot approve excessive amounts of alcohol. Take care in planning to ensure you consider other activities and do not encourage/enable binge drinking.
- ☐ RSA certificates from 2 executive members (if not already on file with C&S)

- ☐ Facilitators' Roster (see *Camp Master Excel*)
Consider the duration of each facilitator's shift to ensure that individuals do not become overworked. Also keep in mind that facilitators must be sober for the entire duration of their shift. These precautions will allow for facilitators to carry out their responsibilities to the best of their ability.
- ☐ List of all Camp Facilitators including qualifications (see *Camp Master Excel* to check compliance)
All ratios which you must comply to are specified at the bottom of this document.
- ☐ All relevant certificates (e.g., First Aid, MHFA, SFH and RSA) of Camp Facilitators

If attendees under the age of 18 are present: You must have received special permission from the C&S Department

- ☐ WWCC for all Camp Facilitators (if there are attendees under the age of 18)
- ☐ Complete *Participant Information Forms* of any underage participants, signed by their guardian
- ☐ Every Camp Facilitator's agreement to their respective Code of Conduct (see *Camp Master Excel*). Agreement must be administered by the Executive, and a list of facilitators who have agreed provided by the club.

One week before camp a Grant can be applied for in Clubs Online

At the Camp:

- ☐ *Participant Information Forms*: Keep collecting these during the camp.
Every attendee must complete a form (including facilitators). Make sure all details are complete, especially birthdate and health care (Medicare/Private or OSHC) number. If the forms are not completed adequately (especially health care numbers) the C&S Committee will withhold payment.
- ☐ *Event Attendance List*: This need only be done once over the course of a camp (at registration or a meal is good).

Within 48 hours of the conclusion of camp submit to the C&S office:

- ☐ Signed *Participant Information Forms* for each attendee (hard copies)
- ☐ *Event Attendance List*

If a Grant was applied for, within 2 weeks after the Camp or Excursion submit to Clubs Online:

- ☐ Application for Payment form
- ☐ Tax Invoice and Receipts

If the correlation between the *Event Attendance List* and the *Participant Information Forms* is deemed insufficient the C&S Committee may withhold payment.

Camp Facilitator ratios you must comply with:

- ☐ Bystander Prevention Training
All camps must have at least one facilitator who has attended Bystander Prevention Training. For every camp, the requirement is a 1:20 facilitator to attendee ratio with Bystander Prevention Training.
- ☐ First Aid (Level 1)
For small camps under 40 attendees, clubs are required to have a minimum of one facilitator with a first aid qualification. For camps with ore than 40 attendees, the requirement is a 1:20 facilitator to attendee ratio with first aid qualifications.
- ☐ RSA (if alcohol is present)
Required to have one facilitator per 20 attendees with an RSA.
- ☐ Welfare Officers
Every camp must have a minimum of two designated Welfare Officers, with at least half identifying as a female or non-binary