

Camps Checklist

Contact

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



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. Email the office 48 hours in advance with the number of camp participants and we will make copies for collection.
Every attendee must complete a form (including leaders). 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.
- Underage participants **MUST** complete form before camp so their guardian can sign it.

Two weeks before your camp submit the following to the C&S Coordinator:

- Off Campus Activity Form: To be completed by the Organiser.
- Venue and Transport Certificates of Currency
- Food Handling Plan (if self-catering)
Use the C&S Food Plan form as a guide. It is very likely you will not 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.
- Copy of Liquor License (if applicable)
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.
- Alcohol Management at Events – Checklist and Declaration
- Standard Drinks Calculator
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)
- List of Camp Leaders including qualifications (a spreadsheet for checking compliance is available)
You must comply with the following ratios:
Welfare Workshop Participation (or Mental Health First Aid certificate): Under 20 campers, minimum of 2 leaders, and continuing at a ratio of 1 leader to every 20 campers. At least one welfare-trained leader must be female or non-binary.
First Aid (Level 1): Under 40 attendees, minimum of 1 leader (or may be provided by the campsite staff). Over 40 participants, a ratio of 1 trained leader to every 20 campers.
WWCC for all leaders if any minors are permitted on Camp.

At the Camp:

- Event Attendance List: This need only be done once over the course of a camp (at registration or a meal is good).
- Participant Information Forms: Keep collecting these during the camp.

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

- Participant Information Forms
- Event Attendance List

Within 2 weeks after the Camp or Excursion submit to the C&S office:

- 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.

Club name: _____