



BENDIGO STUDENT ASSOCIATION

Clubs and Societies

2019
Manual

Contents

BSA Membership	3
CONTACT US	3
Clubs and Societies Manual	3
2019 Key Dates	4
Bendigo Student Association	5
Get Involved	5
Marketing & Communication	6
Tips and Tricks	6
Google Drive	7
Shared Documents	7
Succession Planning	7
Website	8
BSA Awards Night	9
Funding	10
Finances	11 & 12
Sponsorship	13
BSA Club Blood Challenge	14
Events & Activities	15
Event Guide A-Z	15
Event Guide B-F	16
Event Guide F-R	17
Event Guide R-Z	18
Suppliers	19
Risk Management	20, 21 & 22

Appendices

1. BSA Website
2. BSA Policies and Procedures INCL. Code of Conduct
3. BSA Event Booking Form and Checklist
4. Risk Management Matrix
7. BSA Special Funding Application

2019 Clubs Manual

Please ensure that every Member of your Executive Committee reads through this manual carefully and has access to it throughout the year. It contains everything you need to know about running a Club or a Society on Campus, the services available to you and how to access them.

These services include:

- Full time administrative support through the BSA Student Community Office
- Financial support through the BSA Clubs funding scheme
- Account keeping support and reporting of your tax requirements to the Australian Taxation Office
- Affiliation with the BSA, making you a legal body
- Invoice printing and bill paying through the BSA
- A Club account to keep the Club funds
- Public Liability Insurance for all BSA approved events & activities
- Club Executive training
- Liaison with the University and external contractors on your behalf
- Expertise and assistance when organising functions, events or activities
- Ice Cream Cart hire
- BBQ hire
- Graphic Design services
- Club email account

BSA Membership

In 2019, the BSA will subsidise Club Membership fees for BSA Members by \$5.00, therefore, every BSA Member gets \$5.00 off their Club Membership fee at sign up, and the BSA pays the balance to the Club. In order to claim this rebate:

BSA Members must sign up to your Club & you must make a note of this on your Membership list

The BSA Member only pays the remainder of the Membership fee. For example: if it costs \$10 to sign up to your Club, they pay you \$5 and the BSA will reimburse once you have handed in your Club Membership list.

If you have any questions, need some advice or just want to update us on what you have been up to, come and see us in the BSA office, located on the SU floor.

CONTACT US

BSA INFO DESK
MONDAY-FRIDAY 9AM-5PM (03) 5444 7354

STUDENT LIFE OFFICE
Carli Spence (until June) 5444 7749
Robyn Eames (from June) 5444 7988
clubs@bsabendigo.com.au

CLUBS FINANCE OFFICER
Deb O'Loughlin 5444 7445
clubsfinance@bsabendigo.com.au

2019 Key Dates

February 25th	-	O'Week
March 12/13	-	Compulsory Club Training
March 21	-	BSA Members Night
April 03	-	Clubs Extravaganza
April 05	-	Constitutions due
May 17	-	Semester 1 funding cut off
May 23	-	BSA AGM
June 06	-	Carli's last day
July 29	-	Bruce Week
September 19	-	BSA Awards Night
September 20	-	Semester 2 funding cut off

BSA Events

REMEMBER, Club events must not fall on the same day as ANY BSA events, no exceptions!

Don't forget to email clubs@bsabendigo.com.au with details of all events your club is planning.

This is important for two reasons;

1. If we are aware of your event, you are covered by our insurance
2. We can monitor events competing with each other, ensuring the best turn out possible for each one

Bendigo Student Association

The BSA operates to make student life better. It is owned by, and operates on behalf of, students at La Trobe University Bendigo. It is run by a Board of Directors, made up of nine students, who set the direction and goals for BSA Staff. Having a Student Board is one way the BSA remains constantly in touch with the needs of students.

Although we're based on campus, the BSA is a completely separate organisation to the University. This enables us to represent student interests to the University without fear or favour.

Everyone recognises that going to University involves more than textbooks and attending lectures. It's also about maintaining a social life, possibly holding down a job, achieving your academic potential and being part of a community. Students often need support to cope with the demands of their academic load. You want opportunities that enable you to make the most of your university experience. While the University will provide the academic knowledge, the BSA is here to help you achieve the best possible outcome from your time outside the classroom.

The BSA is here to facilitate and support aspects of student life that are not purely academic by:

- Representing student interests to La Trobe University, Bendigo and the wider community
- Providing social opportunities by hosting events and activities
- Providing opportunities for fitness and to participate in sports
- Giving financial & administrative support to Clubs & Societies on Campus
- Offering support on a range of academic and welfare issues
- Producing free publications such as the Student Diary
- Running quality businesses on Campus such as Sweeney's Café.

Get Involved

There are many ways to get involved with the BSA throughout the year. Whether it's by volunteering at events, being a part of a Club or Society, or running for a position on the BSA Board, there is something for everyone!

Our Club Members and volunteers walk away with heaps of new skills for their resume:

- Communication
- Teamwork
- Problem solving
- Self-management
- Planning and organising

Marketing & Communication

Marketing is critical when it comes to achieving your goals

You can't attract members, supporters or sponsors unless people know you exist. However, simply being known is not enough. You need to be known by the right people, the ones that are likely to share your aims and objectives and offer support. You need to form relationships; show your members and supporters that you value their contribution.

ALL Marketing Material must be approved by the BSA before going to print! Send a copy of your poster/magazine to clubs@bsabendigo.com.au don't forget to include the BSA logo!

Tips and Tricks

Stay in touch with 'old friends' – It is hard to start from scratch every year. Keep a record of your old Members, sponsors and supporters and contact them at the start of the year to let them know you are still around and how they can get involved. Previous Members who are now in the work force would make a great professional speaker.

* WORD OF MOUTH Is one of the most successful and cheapest forms of communication!

Find 'new friends' – Attract new members and supporters to your Club. Set up a stall in the SU where student traffic is heavy over lunch time, introduce your Club to fellow students at lectures, contact your faculty and ask if they can advertise your Club. . .

* MARKET DAYS Held during O'Week and Bruce Week, this is your chance to attract new Members' right at the start of each semester. Show everyone why they should be a part of your Club!

* POSTERS Should be used to remind people of upcoming events and not as the only form of communication. Use Blu-tack to stick your posters up as sticky tape will damage the paint.

* GRAPHIC DESIGN Don't have anyone on your team who is good at designing artwork? CANVA is your answer!

Build confidence – Make sure your Club is visible and show that you are active. Keep your Members and supporters informed about what you do and what you have achieved. Show people that it is worthwhile to become part of your Club.

* NOTICE BOARDS Located on the SU floor they can be used to promote your Club activities. Remember to use the Clubs & Societies noticeboard which is reserved for Clubs only

Build relationships – Communication with your members is essential. Communication with your potential supporters and sponsors is just as important. Invite faculty staff Members and Members of the local business community to your events or meetings and make an effort to get them involved.

* NEWSLETTERS Email to all Members, sponsors and supporters. Advertise upcoming events, achievements, review past events, or ask for help with future events. Make sure you obtain consent to email them the newsletter first.

Introduce yourself – People need to know who you are if they are to approach you about your Club. As the executive committee you should introduce yourself either in person or through social media. Perhaps include a photo so they'll recognize you.

* SOCIAL MEDIA Set up a Facebook or Instagram account to keep in touch with your Members. Just remember that you are represent the club and the BSA so make smart choices about wording and images.

Google Drive

All BSA Clubs and Societies will have their own Gmail account allocated to them. Not only does this make communication with the BSA more efficient, it assists potential Members to easily make contact and, perhaps most importantly, allow for information to be passed seamlessly between current and future Club Executive Members. Use the Drive to store records of your past events, plans for future events, evaluations, funding applications etc. This will allow you to use the information year after year and save you from re-inventing the wheel!

When you first log in to your Google Drive, you will find a digital copy of this manual, along with a number of forms which have been 'shared' by the BSA.

You will need to keep your Membership lists, executive lists, event plans, budgets, etc. up to date in these files.

All Membership lists MUST be updated in the list provided in your Google Drive. These will automatically send any updates to the BSA.

Shared Documents

- Executive List - This information is confidential and can only be used by the BSA Student Community Officer to contact the club and/or club executive. Please provide at least 1x mobile number in case any urgent issues arise.
- Event Planner
- Event Evaluations
- Event Checklist
- Budget Template
- Risk Assessment
- Clubs Manual
- Gmail Account
- Events Calendar

BSA will be using Club Gmail accounts as the primary method of contact. Make sure you check your inbox for our emails, and share your documents with us!

BSABENDIGO@GMAIL.COM

Succession Planning

Keep track of all the planning documents, ideas and how to instructions you've developed over your term. Store these in the Google Drive for the next Exec!

Tips to remember when succession planning for your club!

- While you might have someone in mind to take over when you're gone please keep an open mind, there might be others who are eager to get involved. Hence the voting procedure for AGM & SGM so that members have a chance to vote in who they want!
- Make the vision of the club known to others and seek interested people, encourage them to get involved in activities before the year is out so they know what they are getting themselves into!
- Introduce them to the BSA Staff who work with Clubs so they know and are comfortable to come in and ask questions
- Sit down and have a coffee, in the stress of exams and assignment deadlines passing over club information might not be your priority but make sure you book out a time to sit down and have a chat about the do's and don'ts of being a club exec!
- Training! Although all club execs and committee members are welcome to attend the clubs training, if you have a large committee it might be an idea to run a short training with all committee members, so they know how it works before the year gets started.
- Under the BSA policies and procedures it's vital that you remain open and fair when voting in new club executives, any changes to clubs executive must be done within an AGM or SGM- check your constitution or ask the BSA team on how this works!

Website

Club Memberships

Club memberships can be purchased on the BSA Website.

If you have a change in membership prices you should send the updated Constitution and AGM/SGM minutes to the Student Life Office so that they can update the membership prices.

Clubs will receive an email when a student purchases a membership, it is the club's responsibility to update the google drive membership list by the semester funding deadlines.

Club Access

NEW 2019

BSA Website can now sell tickets! Well, we're trying anyway. AND you now have access!

Your club Gmail account has now been set up with access to the BSA Webpage

You can now

- Create Events
- Create a product sale (including event tickets!)
- Update information!

Restricted Access – The password will be kept with the BSA Student Life Office, you MUST let them know if you update the password (recommend that you update the password at the beginning of each year)

To have access to this password you must choose one clubs executive who will be in charge of the website, the name of this club executive must be sent to the BSA Student Community Officer with a signed copy of the code of conduct.

It's a bit of a clunky process so I suggest you start off with a small event.

A 'How to' guide has been shared with your club Gmail account.

Please remember that this is a work in progress and new to everyone!

Any questions, issues problems please email clubs@bsabendigo.com.au immediately!!

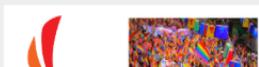
This doesn't mean I can answer questions straight away but it means I can start to work on a solution and get back to you.

Remember you represent your Club and the BSA, any inappropriate behaviour or language on the BSA Website will result in the revoking of all administration rights for your club and other sanctions may be imposed on the club decided by the Student Life Office and BSA CEO.

BSA Clubs & Societies



Club Events



BSA Awards Night

The BSA recognises that Clubs & Societies are the heart and soul of a vibrant University culture. They have an important social role and are a way to network, fundraise for charities, and extend members' knowledge about the stuff they're really interested in.

Students that volunteer their precious time for clubs and/or for the BSA know the value of community building and we thank them for it. The BSA Awards recognise the creativity, energy and sheer hard work demonstrated by our clubs and volunteers on campus.

19th of September 2019

Award Categories

- Volunteer of the Year
- BSA Club Blood Challenge
- Community Spirit
- University Spirit
- Club Development
- Fundraising Achievement
- Outstanding Achievement
- New Club of the Year
- Individual Excellence
- Club person of the Year
- Club or Society of the Year



Funding

The BSA offers financial support to affiliated Clubs and Societies that contribute to a vibrant Campus community and act in the best interest of their members. All affiliated Clubs and Societies can apply for funding.

The BSA splits its funding budget into start-up funding, semester funding and special event funding. There are some responsibilities you must maintain on an ongoing basis to be eligible for funding in general.

- Inform the Student Life Office about changes to your Executive Committee and supply adequate minutes of your AGM/SGM
- Ensure the BSA is properly represented and its logo appears on all Club advertising and info material. No advertising is to be published without the BSA approval. Remember that the financial and administrative assistance the BSA provides to you makes it a major sponsor. Look after your sponsors and they will look after you.
- Ensure 2x representatives from the Executive Committee attend all Clubs training
- Obtain approval from the BSA Clubs and Events staff for all activities & functions.

Start up funding

Start-up funding is automatically granted to Clubs when they affiliate with the BSA.

New Clubs will receive \$500 to assist with running a start-up event or other activity with the aim of growing of their Club Membership base.

Semester funding

Twice a year, all active Clubs will receive \$250 if they provide the following; Constitution, AGM/SGM Minutes, signed code of conduct and an up to date Membership and Exec list and an accurate register of BSA Members on their Google Drive to also receive their \$5 reimbursement per BSA Member.

SEMESTER 1: May 17 2019

SEMESTER 2: Sept 20 2019

Special Funding

Special funding is available to Clubs once per year if applicable.

There is a cap of \$750 on applications for events such as balls and other end of year functions. Amounts of up to \$1000 will be considered for educational activities, conferences etc.

A special funding application form – available on your Google Drive – and current statement of account must be handed to the BSA. For your application to be considered, Club Exec must have attended all BSA training throughout the year.

Cut-off date for Special Funding application is October 31st 2019.

It is your responsibility as club executive members to ensure all funding applications are in on time, and complete.

Incomplete or late applications will not be considered for funding.

Finances

Your account

Once you have successfully established your Club, the BSA will set up a bank account for all Club finances. This will ensure that any money which has not been spent at the end of the year is kept safe for the following year. If the account has been dormant for twelve months or more, the credit will be transferred to the BSA general administration budget for Clubs & Societies funding. The BSA Finance Department or Student Life Office will be able to provide your current account balance at any time, just come in and ask!

All assets held by the Club are the property of the BSA. Items that the Club purchases from independent funds such as sponsorships remain the property of the Club until the Club ceases to exist. They will then become the property of the BSA.

Managing your account

Your Executive Committee is responsible for management of Club funds and must account for all spending. One way to do so is through an Annual Financial Report. The Executive has to ensure that funds are used strictly within:

- the law
- the Clubs constitution
- the aims, objectives and regulations of the BSA

It is important for Clubs to keep a close eye on its budget and current account balance. You should obtain your account balance from the BSA Finance Department on a regular basis. Thinking about your budget at the start of the year will help you estimate how much income you need to generate in order to finance the activities you plan to run throughout the year and to leave the Club with a surplus for the next year. The financial year for Clubs & Societies is from 1 January to 31 December. You can access your accounts through the BSA Clubs or Finance staff who will also issue your statements.

Purchases

Keep in mind that you can only purchase items if you have a credit in your account. Remember that the purchase has to benefit the Club as a whole, not just a single Club Member. The BSA will pay your bills by cheque or direct debit. The following procedure needs to be followed:

- Fill out a blue "Order Requisition" form which you can obtain from BSA Clubs and Events staff. The form must be signed by two Executive Committee members
- The BSA Clubs and Events team will issue a BSA purchase order.
- Take the Purchase Order to the supplier and ask for the invoice to be issued to the BSA – Clubs & Societies - with your Clubs' name written on the form for reference.
- If the BSA does not hold an account with the supplier (see suppliers list on pg. 17) you will have to get the suppliers invoice before you pick up the purchase. Alternatively, you can make the purchase yourself and claim a reimbursement. If you choose this option, you must bring in the tax invoice receipt as proof of purchase.

Receiving money

If you would like to send out an invoice, e.g. in regards to a sponsorship agreement or similar, the BSA finance team will issue an official invoice and post it out for you. They can keep you up to date about the payment status of your invoices; however, it is your job to chase up payment.

To deposit cash or cheques:

- Fill out the green "Deposit" form
- Hand the form and money to the Student Life Office who will deposit it into your account
- If the BSA receives a cheque in payment of a sponsorship agreement or similar it will be deposited into your account.

Finances

Claiming money back

To be able to claim money back from a Club related purchase, you will need to present all receipts and invoices to the BSA. You still need to fill out a blue "Order Requisition" form and have it signed by the Executive signatories. You cannot sign this form for your own reimbursement.

The rule is: No tax invoice receipt – no reimbursement.

If bank details are provided, money can be deposited directly into your bank account. We cannot reimburse with cash.

If you are purchasing from a company they MUST give you a tax invoice receipt, an Eftpos machine receipt does NOT have proof of what was purchased nor does a screen shot of a bank account

By law companies must provide tax receipts and therefore all you have to do is ask!

The auditors are becoming stricter on what is acceptable to reimburse and therefore anyone purchasing items on behalf of the club need to know this information!

If you cannot provide us with a tax receipt of your purchase individuals will need to complete statutory declarations outlining what was purchased, when it was purchased and for how much, on behalf of whichever club, this must then be signed by a Justice of Peace.

Information needed for reimbursement includes, name of account, BSB, account number & Email

How to generate income

Membership fees: The number of Club Members determines the income you will generate from Membership fees.

BSA Funding: See the funding chapter for more information on BSA funding.

Fundraising: There are many ways to raise funds and your choice will depend largely upon the amount of money you hope to raise. The BSA has a book of fundraising ideas which you can access at any time. Some examples of popular fundraisers are:

- | | | | |
|-----------------|----------------------|------------------|--------|
| - Trivia Nights | -Sale of Merchandise | -Car Washing | -BBQ's |
| - Film Nights | -Functions/events | -Selling lollies | |
| - Raffles | -Sponsored walks | -Chocolate drive | |

Online ticket sales

If your clubs decides to set up online ticket sales you MUST use the BSA Account details which can be given to you by the Student Community Officer or Clubs Finance Officer.

Under no circumstances should income generated on behalf of the club be deposited into a personal account!

Accountability

If you are purchasing items on behalf of the club please ensure you seek the permission of other club executives before making the purchase. Club Executives and Treasurers have the right to decline reimbursements if the purchase was not permitted. This decision must be made by the Executive and minutes should be recorded. This is why it is important to stick to a BUDGET!!

Authorisations

Authorisations should be in the following format and sent from a student/personal email account, not the club Gmail. Alternativley you can come into the BSA and sign!

I, (insert name), authorise the payment of (insert amount) to (insert payee), for (insert reason), from (insert club name) account.

Sponsorship

Obtaining sponsorship can mean a considerable financial contribution towards your Club. However, financial sponsors can be extremely hard to find and some effort and preparation is essential before you approach potential sponsors.

The key is to sell your Club in a way that your potential sponsor can see the advantage in such a relationship. Sponsors are looking for people who are potential customers for their product or service. They will only invest their money into parties they feel are reliable and professional. Personalise the proposal to the business you are targeting and outline the specific benefits to them, such as where the company logo will be placed, how many people attended a similar function last year etc. You must discuss your proposal with the Clubs Officer before you contact your potential sponsor.

Some examples of what to offer a potential sponsor in return for a financial contribution are:

- Name/Logo put on clothing or other merchandise
- Name/Logo included on programs, invitations, posters, newsletter etc.
- Time as a guest speaker during a function, exhibition etc.
- Invitation to events
- Become the exclusive venue for meetings
- Display opportunities during an event or function

These are just examples, so don't restrict yourself. Any idea is worth a try as long as it does not compromise your Clubs values and beliefs, or those of the BSA. You should never compromise your Clubs values just to acquire sponsorship money. Before you approach a sponsor with your proposal, look at any extra costs you will have to pay in order to accommodate them. There is no point accepting a sponsorship deal that will cost you more than you will receive. Remember that small companies may also be interested in sponsoring you. In-kind support, such as free printing can be an alternative to a sponsorship based on financial contribution.

Once you have secured a sponsor make sure they are looked after. At the beginning of the year you should contact them to review the sponsorship deal and work to secure funds for another year.

Tips and Tricks

- * No sponsorship agreement is to be signed without prior knowledge of the BSA
- * Refrain from organisations whose activities can be considered obscene, racist, sexist or who are promoting illegal activities
- * Clubs and Societies must seek approval from the BSA before any sponsor is invited onto campus for promotional purposes
- * Clubs and Societies must obtain an invoice from the BSA Finance team to provide to their sponsor so they can make payment into your account
- * Certain conditions apply for sponsorships from an organisation with similar business interests to those of the BSA or its associated enterprises. See the BSA for details
- * Ask for everything in writing!

BSA Club Blood Challenge

The BSA Blood Challenge is organised with the Australian Red Cross Blood Service as a competition of club vs society in the La Trobe University community.

All clubs will be signed up to the challenge, but it is the choice of the clubs to participate and advertise.

This is not exclusive to members participation, but they are a great place to start! You can advertise to family members, friends, class mates, lecturers all to donate blood/plasma in an effort to save lives!

Start date 3rd April 2019

Finish date 25th August 2019

Winner will be announced at the BSA Awards Night on the 19th of September 2019

Winning club/society with the largest percentage of lives saved based on the membership numbers as of the 17th of May 2019 (semester 1 funding cut off, membership lists have to be up to date)

Plan and Communicate

As this is such a long campaign it is important to have a communication plan as to how you will continuously get the message to members!

The BSA will market to the community but it's your job to promote your club members!

- You CANNOT use the Australia Red Cross Logo in any way shape or form!
- You can however use the RED25 logo
- The BSA will do some generic marketing to our wider community once the challenge starts
- You can create your own or use the templates provided by the Red Cross

Eligibility Criteria (to communicate to your members)

- There are strict criteria for people wanting to donate blood.
- Take the [eligibility Quiz](#) before you make an appointment
- You cannot donate if you have a cold or flu- you need to be symptom free for a week
- If you don't meet the eligibility criteria that's okay! The challenge isn't just for members of the BSA Clubs- family or friends can create an account online and select you as their group, every donation counts! REMEMBER: If you cannot donate you will know someone who can!

Positive Messages

- You can donate whole blood every 3 months
- You can donate Plasma every 2 weeks
- Every time you donate blood you save three lives

How to donate

1. Check your eligibility
2. Make an appointment
 - Ring the centre or create an account and sign in online (they prefer this)
 - You can go in to the centre by yourself or with a family member or friend
 - Challenge leaders can book groups of 5 to 7 but make sure if someone pulls out you let the centre know so they can let someone else use that chair.
3. Donate at any Australian Red Cross Donation Centre
 - Bendigo: 6-8 High St, Bendigo VIC 3550 P: 13 14 95
4. Tips to [help you relax](#) if you are nervous

Events & Activities

One of the biggest challenges of being involved in a Club is maintaining a solid Membership base. A good way to do this is to run memorable events that people want to be involved in. As an affiliated Club or Society of the BSA you represent the Bendigo Student Association through all your Club activities, events and functions. The BSA will give you as much support as you require to ensure your event is a success.

It is a requirement that you let the BSA know about every activity you are running. There may be requirements or regulations to consider that you don't know about or there might be another event already scheduled for the same day and time. Check the Events Calendar and Contact the BSA Student Life team before you undertake any major planning. The BSA will help you to assess any potential risk and think about ways to minimise or prevent potential disasters. We cannot express enough, the importance of keeping the BSA informed.

If your Club appoints a Special Committee to plan & run your event (End of year Ball, for example) you must ensure this committee is aware they need to keep the BSA informed of all plans & that the contact details for this committee are passed onto the BSA immediately.

Depending on the size and kind of your event, function or activity there are of course different things to consider and organise. To start with have a look at the event planner and determine what you need to organise for your event. It pays to plan ahead and start early.

Golden Rules

Plan Ahead >

Book Early >

Confirm Bookings >

Prepare for disasters >

Assume Nothing

Event Guide A-Z

Advertising

The earlier you start advertising the more students are likely to hear and read about your event. The BSA logo must appear on all advertising material and have it approved before printing. One of the best and cheapest mediums is, however, word of mouth

Alcohol

If your activity involves the supply of alcohol and is held on campus you will need to apply for a liquor licence (8 week lead time is required). University policy states that a security guard must be present if an alcoholic function is held on campus. All bar staff must possess a valid RSA certificate and be familiar with current rules and regulations. RSA courses are offered regularly by the BSA. Please read the BSA alcohol policy for more details

Bands and Entertainment

Get several quotes and make sure you ask for an overall quote that includes production, riders and GST. Obtain an invoice in advance and pass it on to the BSA as early as possible. Ensure you get a contract and remember that all contracts need to be signed by the BSA

Event Guide A-Z

Budget

Determine your budget for each event. You will need to budget for income, expenses and profit. As a golden rule add another 10% to your expenses as leeway as you may spend more than you first thought. This will help you determine the number of tickets you need to sell or the amount of sponsorship you need to acquire to cover costs and make a profit. If you are not certain about the costs of some elements, ask the BSA. It's important that all committee members are aware of the budget and what they can spend, communication is key.

Cleaning

If a function/event is held on university grounds there may be extra cost for cleaning. This is especially the case for room bookings on weekends. Make sure you budget for this, you may not have to use it but it's best practise to be prepared.

Damages

Any damages to the venue will be charged to the Club. Unfortunately this is something that will be hard to monitor but ensuring proper security and responsible service of alcohol will help to minimise potential problems

Event Managers

To ensure a successful and safe event you should allocate an Event Manager/s to your events. This person will be responsible for planning and management of an event in line with this club manual. Event Managers should be in attendance for the duration of the Event and SHOULD NOT be impaired by alcohol and/or other drugs during the event.

Evaluation

Learn from your successes and mistakes. Your event evaluation will help the Club to organise better events the next time. Compare your actual spending to your estimated costs and you will be able to identify areas for improvement. Keep evaluations in your Google Drive for others to reference in later years.

First Aid

The health and safety of all those who attend your function must be your first priority. A complete First Aid Kit must be easily accessible at all times and at least one person with Level 2 First Aid qualifications must be present. For groups of more than 200 people, St John First Aid personnel must be booked for support. Four weeks' notice is required. The BSA can lodge the application for you.

Float

Work out your float requirements for the night and give the breakdown to the BSA. It will take at least two days to organise so please ensure you give plenty of notice.

Food handling

If your activity involves the preparation of food you are required to follow the Victoria Food Safety Program. Please do not take this lightly. Food poisoning is a serious illness but can be avoided through proper food handling. See the BSA for more information.

Event Guide A-Z

Food/Catering

If you are holding a meeting, function or event on campus, the BSA's Sweeney's Café may be able to help you with the catering. See Raelene or Julie, the managers of Sweeney's for a quote & they will be more than happy to help you out.

Health and Safety

The health and safety of those working at and attending your event must be your priority. Check the 'Potential Hazards' list and follow the instruction to prevent major hazards. Before the event, familiarise yourself with emergency exits and the location of fire alarms and fire extinguishers. Ensure that emergency exits are properly marked. If you notice any safety hazards on campus inform the BSA immediately so it can be dealt with. If it is after hours please contact after hours security 1800 077 043, this will prevent people from getting hurt. Ring 000 in the event of an emergency. The BSA must be notified immediately and will assist you in filling out incident

Liquor licence

A limited liquor licence must be obtained for any event where alcohol is sold or supplied. At the time of printing, the cost for a Limited Liquor Licence is \$56.80 and must be applied for 8 weeks prior to your event. One licence can have several different functions on it. It therefore pays to plan ahead and to put future events on the same licence or to ask other Clubs whether they require a licence and want to share costs.

Application forms are available from <http://www.vcglr.vic.gov.au/>

Notify the library

As a common courtesy, please notify the library if you are holding a function/event in the SU. The library is open until 12 pm and most Club events start earlier. Noise from events can be very disturbing for students trying to study. Keep your noise level down.

Planning

Co-ordination is the key. Spread the workload among Club Members and allocate specific tasks and responsibilities. Don't do it all yourself. The more people are involved, the more support you will get. Set a schedule/running sheet for all organisers to stick to.

Posters

You are allowed to put posters up on campus as long as they are approved by the BSA and show the BSA logo. Keep it simple - if there is too much information on the posters people won't bother to read it. Only Blu-Tack is to be used in the SU – no sticky tape!

Risk management

When you run an activity or an event the last thing you want to happen is for someone to get hurt or for the event to fail. Risk Management is the process of looking at situations that may cause injury or hazards and systematically eliminating or minimising the problem. The BSA will cover Risk Management during your Club training and will assist you to plan every function and activity. If an Incident, Accident or Injury occurs at your event you must call our CEO Mitch Trevena on 0497 921 606. Please keep her contact recorded for all 2019 events and contact her as soon as possible if any of the above occurs at your event.

Event Guide A-Z

Room Bookings

Please use the following template and email to the Student Community Officer at least 2 business days prior to event.

Date Required	Room Requested	Start Time	Finish Time	Event Name	No. of Attendees	Student group/ name
eg. 1/1/19	HHS2-321	17:00	18:00	Commit-tee Meet- ing	15	<Club Name>

Security

If you are having a pub crawl or your activity involves alcohol and takes place on University grounds you need to have security present. Groups up to 50 people require 1 guard, up to 100 people you will need 2 guards. The numbers increase for groups over 100. Areas that generally need to be covered by the security are entries / exits (including the BSA Office door if the function is in the SU), the bar and the cash registers.

Have a chat to the Student Life Officer early in the planning stages of your event to make sure you have the right amount of guards and have allocated money in your budget.

Tickets

Tickets are a great way of promoting extra services offered at your event or regulations that apply such as:

- ID will be required to purchase alcohol
- Over 18 event only. Please have your ID with you
- Free transport will be available
- Water will be available throughout the event
- Food & snacks will be available

Speak to the BSA Clubs department about printing tickets

Online Tickets

If you are selling tickets through an online ticket company please register the account using the BSA Bank Account, under no circumstances should personal bank account be used to collect ticket sales income! Talk to the Student Community Officer for the details!

Transport

Ensure that everyone gets to the venue and back safely. The BSA Student Life Office will be able to book buses for your function if required.

Club executive and committee members must not advertise, promote or drive other students to or from events- please consult the BSA Student Life Officer.

Venue

Choose and book your venue early (this includes the Student Union). If you are planning a function for over 200 people it is a good idea to get a few quotes. You will be able to choose between different venues and compare their offers. See the BSA to set up a contract once you have decided on a venue.

Suppliers

This is a list of suppliers who have supported the BSA over many years. When purchasing goods from these suppliers you **MUST first obtain a Purchase Order from the BSA**. You must present this to the supplier and sign for the purchase. An account will then be sent to the BSA and paid from your Clubs funds. Suppliers will not hand over goods without a purchase order. For purchases made on behalf of a Club out of Executive/Committee members own pocket, tax invoice receipts must be presented to BSA staff before reimbursement can be made

Function Venues

The Foundry Hotel/Mr Bobs
 All Seasons Quality Resort
 Silks @ The Bendigo Jockey Club
 The Bridge
 The Zone
 One Tree Hill Hotel
 Universal Nightclub
 GPO
 Tap House
 Metro Puggs Irish Bar
 The Exchange
 Star Bar
 Chateau Dore

General

Big W
 Great Ideas Awards & Gifts
 Strath Variety Superstore

Other

Avis Car Rental
 Christians Bus Lines
 United Risk Management - Security

Party, Electrical and Event Equipment

Power AV
 Dewar Audio Systems
 Bendigo Party Hire
 Strath Variety Super Store
 Spotlight
 Gatho Event Styling & Hire

Printing

Bart n Print
 CVOS
 Dean's Screens

Stationary

BSA Stockroom
 CVOS
 Strath Variety Superstore

Food & Alcohol

Strath Village IGA
 Strath Village IGA Liquor
 Cadbury Confectionery
 Dominoes Pizza
 Big W
 Sweeney's Café

Volunteers and External Contractors

All non-student volunteers and external contractors coming onto University ground must have completed an online induction before conducting any services on Campus. Speak to the BSA for details of this induction if contractors you are using have not yet completed this induction.

If using electrical equipment, this must be tagged and tested before being used on University grounds.

All external contractors MUST provide a current Public Liability Insurance Certificate.

Risk Management

A risk management plan aims to systematically eliminate or minimise situations that may cause accident, damage, injury or worse to any person/property attending your activity or event. It is a tool to assist you to meet your duty of care and thus minimise your exposure to liability.

The process:

- Identify potential risks or hazards
- Assess the likelihood of the problem occurring, the loss or impact if the risk occurred (severity) and the urgency required to address the issue
- Develop an action plan and follow it
- Communicate your assessment and action plan to your team
- Make sure the plan is followed

While you are not required to provide a completely risk free environment, you are expected to adopt reasonable precautions against risks that might result in injuries or damages that are reasonably foreseeable. Factors to consider: Age of participants, type of activity, venue, history of previous incidents etc.

It is helpful to split your assessment up in risk categories such as:

- Pre-departure / Planning / Set up
- Event / activity operation
- Food safety
- RSA
- Financial aspects
- Staff / helpers / volunteers
- First Aid

Once the hazards have been identified, assessed and prioritized you need to carefully consider the best way to control / prevent the risks. Discuss the response/control measures and indicate who will be responsible for managing the risk and when.

- What is needed to control / prevent the risk
- Who is responsible for the treatment
- What is the timeframe for the risk treatment

Brainstorm potential risks then complete the template on your Google Drive. This form must be submitted to the BSA before any events take place. Remember that you are responsible for managing the risk.

Incident Reporting

All accidents, injuries and incidents MUST be reporting to Staff at the BSA as soon as possible after incident occurred and an incident report will need to be completed and returned to the Clubs Engagement Officer

If an Incident, Accident or Injury occurs at your event you must call our CEO Mitch Trevena on 0497 921 606, regardless of the time of the event. Please keep her contact recorded for all 2019 events and contact her as soon as possible if any of the above occurs.

Health and Safety Issues

There are many health and safety issues Clubs Executives must be aware of when running activities. While it is not essential to complete a risk assessment each time you run a BBQ or set up a stall, it is still important for you to consider the risks involved and ensure the area is as safe as possible.

BBQ/Food and Drink Stalls

- Ensure that your stall is set up in a clear area without blocking access to buildings or fire exits.
- Ensure any equipment is on a stable surface and close to power points if needed.
- Put a barrier between cooking equipment and the crowd i.e. serve from behind a table
- Clean up any spills immediately i.e. oil from BBQ, drinks on the floor, as they can be a slip hazard.
- Ensure people don't burn themselves on hot plates or food, serve with tongs onto plates.
- Follow food safety guidelines on your Google Drive
- Ensure the fire extinguisher is easily accessible

Alcohol

Alcohol must be served responsibly and legally. You are required to follow the BSA Alcohol Policy. A Liquor Licence is required if alcohol is supplied at an event. This requires at least eight weeks' notice

All events with alcohol must have security present

Food

Food poisoning can easily occur if food becomes contaminated. All Clubs serving food are required to comply with Victorian Food Safety Legislation.

These include: personal hygiene practices that all food handlers preparing food know; put into practice food handling practices, to prepare and store food correctly

hygiene practices, to ensure the food premises and equipment are clean and well maintained.

Electrical Equipment

Set up all equipment close to power points.

Ensure electrical cords are tucked out of the way or taped down securely to avoid being tripped over.

Use electrical tape to stick down cords in areas where people may be walking or create a barrier to prevent access to areas. Use power boards with overload switches.

All electrical equipment must be tested and tagged before being used on campus

Crowds

Large numbers of people in one place can be a potential hazard.

Ensure appropriate barriers are used to keep crowds away from potential hazards

Potential Hazards

- Electrical equipment
- Crowds
- Naked flames
- Alcohol
- Rope, cords (tripping)
- Gas bottles
- Hot objects/foods/liquids (burns, spills)
- Food (contamination, spoiling)
- Liquids/oils (spills, slipping)
- Excessive noise

Risk Management Insurance

You are only covered by insurance if you let the BSA know about planned events and have followed the policies and procedures set by the BSA. Insurance (Public Liability) is dealt with on a case-by case basis. La Trobe University covers for the following, Products and Public Liability usually in the case of a space/fixture, and some student personal accidents, but ONLY if you let us know the details of your event!

The BSA will help you gather all relevant documents if the need arises, but you must let us know about your events and take the relative precautions to ensure that your event is within the rules of the Club and BSA.

Manual Handling

Many club events involve packing and unpacking equipment such as tables, BBQs, boxes of brochures, etc. Please be aware of safe manual handling when taking part in these activities so that you don't injure yourself. Please make sure you lift things safely and ask for help lifting things if you need it.

- Make sure you keep your back straight and bend your knees when picking things up (rather than bending at the waist and hurting your back)
- Try to avoid twisting when you're carrying heavy items such as boxes of brochures etc.
- Where possible make more trips with a lighter load rather than overloading yourself with weight
- Use trolleys etc to help when transporting a heavy load
- Keep heavy loads close to your body when carrying (be particularly careful when leaning into somewhere like a car boot, it's easy to hurt your back in that position)

Emergencies/First Aid

If illness, injury or accident occurs during an on campus event, send for help: Call 000 and the Campus Security on 1800 077 043 who will contact the nearest First Aid Officer- some BSA staff are First Aid Trained and can assist.

Please familiarise yourself with La Trobe's Emergency Response Information before your event
<https://www.latrobe.edu.au/emergency>

Incident Response Plan

1. Remain Calm- Organise your immediate safety and student safety (eg. Security, First aid, emergency services)
2. Report the event and immediate facts to your event manager, executive team and BSA CEO as soon as possible (eg. Time, what you see, hear, voices etc).
3. Communicate with your team the actions to take. Communicate and act on instructions given by security, emergency services etc. This may change with confidential incidents
4. Do not speak to any media, the public, external parties or via social media about the incident. Please refrain from spreading the incident amongst students, only give information that is necessary to their safety
5. Prepare to relocate/evacuate depending on incident type. Once communicating with emergency services and answering immediate questions send students home and ask if they need assistance etc.
6. Keep track of your other executive members who may be feeling shocked by the incident. Seek appropriate support, any member of the BSA can direct you to the appropriate support networks
7. Summarise the incident and complete an incident report