



WARC Events Policy

Keywords

events; tenders; event organizer; event report;

Policy

As a minimum, tenders to run WARC events shall be opened at least five months prior to the event, with elections to be held at the subsequent WARC business meeting.

In the occurrence that no Event Organiser has been appointed three meetings prior to the event, the event may be cancelled at the discretion of the WARC Executive.

Nominations shall be by Tendering Process with completed tenders being submitted to the WARC Activities Officer by the due date. Submitted tenders shall be reviewed by the WARC Chairman, WARC Activities Officer and WARC Treasurer.

Reviewed tenders shall be placed on the WA Rovers Website at least five days prior to the tenders being put to a vote.

If stated on the Tendering Documents, the Tendering Crews or Committees will be required to present their event concept and costs to WARC.

Tenders shall be put to a vote of the WARC and elected by a simple majority as stated in 4.5 (c) of the WARC Constitution.

The WARC Treasurer shall then issue monies in accordance with the WARC Events Monetary Policy.

Event Organiser shall complete all necessary WA Branch Activity Forms and submit them to the WARC Activities Officer.

The Event Organiser shall compile an event participant application (if appropriate) and forward a copy to the WARC Activities Officer for approval prior to release.

The Event Organiser shall organise and run the event in accordance with their submitted tender and relevant policies.

The Event Organiser shall provide monthly reports to the Activity Officer and WARC.

Following the event, the Event Organiser shall complete and event report including the acquitting of all funds as per the WARC Events Monetary Policy within two WARC business meetings.

Related Policies

WARC Events Monetary Policy

Procedure	Yes
Delegation	WARC Activities Officer
Last Reviewed	
Authority	WARC Activities Officer, WARC Chairman, Event Organisers