

	<h2 style="text-align: center;">WA Rover Scout's Event Policy</h2>	Date Approved: 3rd October 2021
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<ol style="list-style-type: none"> 1. Purpose and Scope <ol style="list-style-type: none"> a. The purpose of this policy is to outline the responsibilities and requirements of the Western Australian Rover Council (WARC) and it's members when hosting events on behalf of WARC. 2. Definitions <ol style="list-style-type: none"> a. Certificate of Proficiency (CoP) - A certification of leadership that is obtained by completing Scouting Essentials including Scouting Adventure or Scouting Management. b. Tender - A document prepared to show the event plan, which is presented to WARC for the council to vote on and approve. c. Event Organiser - Elected member of the event committee that acts as the coordinator of the event and the committee, and is responsible for maintaining event standards and communicating with the WARC Executive Committee as per the events policy. d. Fellowship - A person that once was a WA Rover over the age of 26 and has been booted from the section. e. Informal Tendering - Members of the WARC are allowed to nominate themselves as an event committee without submitting a written tender. 3. Tendering <ol style="list-style-type: none"> a. As a minimum, tenders to run WARC shall be opened at least four months prior to the event, with elections being held two months after the date of the tender opening, at the corresponding WARC business meeting. b. In the occurrence that no Event Organiser has been appointed two meetings prior to the event, the event may be canceled at the discretion of the WARC Executive. c. Nominations shall be by Tendering Process with completed tenders being submitted to the WARC Program Officer and the WARC Treasurer at minimum 72hours before the closing date. <ol style="list-style-type: none"> i. In compliance with point 3.1 of this WARC Events Monetary 		

Policy, budgets are required to be presented along with tenders.

ii. The tender, with budget included, is to be approved by the WARC Program Officer and WARC Treasurer.

d. Submitted tenders shall be reviewed by the WARC Program Officer and WARC Treasurer.

e. All Tendering Units or Committees will be required to present their event concept and costs to WARC.

f. 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.

g. In the event that no tender has been submitted by the closing date, informal tendering may be opened to WARC or the event may be canceled at the discretion of the WARC Program Officer and the WARC Executive.

i. To submit a formal tender, they are required to have the support of their Rover Unit or at least another Rover to form a committee.

4. Monetary Use

a. All approved event committees are to adhere to the WARC Events Monetary Policy and the directions of the WARC Treasurer.

b. The WARC Treasurer will issue monies in accordance with the WARC Events Monetary Policy.

c. All purchases made need to be accompanied by a receipt, in compliance with point 3.4 of the Events Monetary Policy - "Any spending without a receipt will be discussed with the WARC Treasurer and outcomes decided based upon those discussions".

d. Under no circumstances are event organisers permitted to distribute cash, to an event attendee without the approval of both the WARC Treasurer and WARC Program Officer.

5. Registrations

a. Event Organiser shall complete all necessary WA Branch Activity Forms and submit them to the WARC Program Officer, for approval. Once approved the event organiser will submit the required forms to the Events Administration Officer at Scouts WA Branch.

b. Registrations are to close at least 4 weeks prior to the event being held.

c. Where attendance is limited, current Rovers are to be prioritised over fellowship members as long as they register by the date of registrations close.

6. Event Committee Reporting Responsibilities:

a. Event Organiser shall organise and run the event in accordance with

their submitted tender and relevant policies.

- b. If the event committee wishes to make any changes to their event plan regarding significant details (date, cost, location, etc), it must be presented to the WARC Program Officer, before making changes and bringing these to WARC.
- c. The Event Organiser shall provide monthly reports to the WARC Program Officer and WARC, at coinciding WARC meetings, either virtually or in a written report submitted to both the WARC Program Officer and WARC Secretary to be included in the meeting agenda and minutes.
 - i. When providing a written report, the report is to be sent to the WARC Secretary by the Friday morning preceding WARC.
- d. Event committees are required to complete and distribute an event feedback survey, after the event takes place, to all participants.
- e. Following the event,
 - i. The Event Organiser shall complete a written event report including the acquiring of all funds as per the Events Monetary Policy within two WARC business meetings (two months after the event).
 - 1. The event committee is required to give an in-person presentation to WARC, reviewing this event.
 - ii. All expenses relating to the event are to be claimed back within 14 days using the WARC reimbursement form in line with point 3.6 of the Events Monetary Policy.

7. Event Requirements

- a. In the case of events where alcohol is permitted to be consumed, the event committee is to adhere to the WARC Responsible Smoking, Drugs and Alcohol Policy.
- b. Committees must act in accordance with the policy point 3.
- c. The Event Chairman must confirm with the WARC Program Officer at least one week before the event, the first aid providers and mental health providers.
 - i. There must be a minimum of two first aid providers and preferably two separate mental health first aiders, but one mental health first aider will be suitable.
 - ii. Where possible there should be at least one female and one male in each role.
 - iii. Where an event is the duration of a weekend or longer, there

should be a roster and all participants should be advised of this roster daily.

- d. The Chairman of the event will have obtained a Certificate of Proficiency prior to the commencement of the event.
 - i. In the event where the event chairman has not obtained a CoP, it will be accepted for the event Vice-Chairman to hold the qualification.

8. Marketing and PR

- a. All advertising and marketing for all events need to be in line with both Scouts Australia branding policy.
- b. When editing photos of members of the organisation (including members from another branch) for purposes of promotion, the event committee must first get written permission of the member(s) included in the photo before using the photo.
 - i. If no editing is occurring and the photos have been taken at a Scouts WA or WARC event, the photo is able to be used for promotional purposes.

9. Review

- a. This policy is to be reviewed every three years or upon request.